December 10, 2024

To: Patti Meier, Mayor

Board of Aldermen

RE: Internal Audit

From: 2024 Audit Committee

Brittany Beazley, Town Volunteer; Bridgette Sisson, Alderman ; Kathy LaMaster, Town Secretary

An Internal Audit for the Town of Cross Timber was conducted December 4, 2024 using a random month sampling for fiscal year 2023-2024. The Committee consisted of Brittany Beazley, town volunteer; Kathy LaMaster, Town Secretary, and Bridgette Sisson, Alderman. Both had participated in the previous audit and were familiar with the process.

The process consisted of randomly drawing a sample month for the year being audited followed by locating the necessary documents representing that month. Tasks included matching the Mayor's deposit and income memos to the supporting documentation; checking both income and expenses against the bank statement & the monthly board documents; and analyzing the annual budget to the identified month. These tasks were conducted by one member, then replicated by a second member with each person making notes of recommendations or issues. Overseeing the process and locating documents was the Town Secretary, Kathy LaMaster, also present was Treasurer, MaryJo Moncrief, to answer any questions for the committee.

The month of November was sampled and audited with no outstanding issues.

No recommendations were made by the committee.