

**WEST WHITELAND TOWNSHIP
BOARD OF AUDITORS
Minutes from the Meeting of:
January 4, 2023**

CALL TO ORDER

The meeting of the West Whiteland Board of Auditors was called to order by Chairman Ed Auble. Also in attendance were members Christian Callahan and Arati Joshi; Finance Director Caroline Partridge; and Executive Assistant Jen Keller.

Approval of Minutes – December 7, 2022

Mr. Callahan made a motion, seconded by Ms. Joshi, to approve the December 7, 2022, minutes. The motion was unanimously approved.

Organization of the Board of Auditors

Mr. Callahan made a motion, seconded by Ms. Joshi, to appoint Ed Auble as Secretary. The motion was unanimously approved.

Mr. Auble made a motion, seconded by Mr. Callahan, to appoint Arati Joshi as Vice-Chairman of the Board of Auditors. The motion was unanimously approved.

Ms. Joshi made a motion, seconded by Mr. Auble, to appoint Christian Callahan as Chairman of the Board of Auditors. The motion was unanimously approved.

Auditor's Compensation

Mr. Callahan made a motion, seconded by Mr. Auble, to waive auditor compensation for 2023. The motion was unanimously approved.

2023 BOA Meeting Schedule

RFP Update: Ms. Partridge advised that the Township has issued an RFP for auditing services. To date, only one firm has responded. She further reported that last evening the Board of Supervisors appointed Barbacane Thornton & Company to audit the 2022 financials. Ms. Partridge will keep the BOA updated.

BOA Next Meeting: The next BOA meeting is tentatively scheduled for May 17, 2023, and Ms. Partridge said she hopes to have the 2022 draft financial statements to circulate to members on or before May 10 to provide time for review.

Other/Comments/Questions

Mr. Auble asked about the Barbacane Thornton appointment made by the Board of Supervisors should the Township decide to engage a different firm. Ms. Partridge explained that while the Township currently has a contract with Barbacane Thornton through 2025, the Township can terminate with no recourse. She further explained that Staff was satisfied with the content of Barbacane's work but was disappointed that they didn't interview individual staff members.

Mr. Callahan welcomed Arati Joshi to the Board of Auditors and thanked her for serving on the Board. Ms. Joshi currently works as a Payroll Compliance Analyst at Takeda in Chester Springs. She moved to the Township from upstate New York in 2018.

The meeting was adjourned at approximately 4:41 p.m.

Respectfully Submitted,

Caroline Partridge
Finance Director/Recording Secretary