

## Westport Board of Finance Audit Sub-Committee Minutes, June 5, 2017

Members: Jennifer Tooker (Chair), John Hartwell, Jim Westphal

Also present: Lynn Scully, Gary Conrad, Sheila Carey, Brian Stern, Scott Bassett (RSM)

Room 309, 9:03am

### Item A: Administrative

1. The subcommittee approved minutes for April 3, 2017.

### Item B: External Audit

2. Mr. Bassett distributed an engagement letter for an audit of the fiscal year ending June 30, 2017. Mr. Bassett indicated that there were no big GASB pronouncements that will impact the financial statements this year. Control testing will begin June 19, 2017.

### Item C: Internal Audit

3. Ms. Scully discussed the status of IA 17-03, Audit of Land Use. A kick-off meeting with department heads has begun and BlumShapiro will be conducting interviews over the next few weeks. The subcommittee discussed setting a special meeting on July 24, 2017 for reviewing a draft report of the auditor findings. Ms. Scully to discuss this timeframe with BlumShapiro and get back to the subcommittee to confirm.

Mr. Stern inquired as to whether users of the various departments would also be interviewed in the context of this audit. Ms. Scully indicated that there was an ongoing survey process occurring which relates to customer satisfaction for the land use departments. Survey results would be shared with the auditors. Mr. Stern reiterated that there should be greater emphasis on the customer experience. Ms. Scully will discuss this with the auditors.

4. The subcommittee reviewed a proposed contract outlining the re-appointment of BlumShapiro for the fiscal year ending June 30, 2018. This contract was approved unanimously.
5. Mr. Hartwell inquired about the status of the changes to the management responses associated with IA 17-01 Audit of Extra Help & Overtime. Updated responses had been forwarded to the subcommittee on May 17, 2017 by Ms. Scully. Mr. Conrad discussed the updated responses, with the most significant changes being the Finance Department assuming responsibility for additional Munis user training and access.
6. Mr. Stern inquired about who might be responsible for assessing the impact of a proposed acquisition of Aquarion Water Co by Eversource (Electric). It was determined that this would not fall under the jurisdiction of the Audit Committee. Mr. Stern to discuss the concern with the First Selectman.

The meeting was adjourned at 10:17 am.

Approved 8/28/17 LRS