

## Westport Board of Finance Audit Sub-Committee Minutes, MAY 14, 2018

Members: John Hartwell (Chair), Sheri Gordon, Absent – Andrea Moore

Also present: Lynn Scully, Sheila Carey, Sara Harris, Don Bergmann

Room 309, 9:08am

### Item A: Administrative

1. The subcommittee approved minutes for March 5, 2018.

### Item B: External Audit

2. The subcommittee discussed the draft engagement letter from RSM for a FY18 external audit of the Town. In March 2015, the subcommittee selected RSM through a “Request for Proposal” (RFP) process. Within that proposal, RSM had provided costs for FY15, FY16 and FY17. Ms. Scully explained that the price of \$94,350 for this audit represented a 2% increase from FY17.

The subcommittee gave a provisional approval of the arrangement, requesting that the Town Attorney verify that it is in compliance with procurement policy.

### Item C: Internal Audit

3. Ms. Scully provided a status update for IA 18-02, IT Systems Assessment and Evaluation. BlumShapiro still in the information gathering phase.
4. The subcommittee discussed updated management responses to IA 17-02 Audit of Vendor Contracts. Ms. Harris provided an update to the implementation progress of the recommendations from IA 17-03 Audit of Land Use.

Ms. Scully to provide an update to all audit recommendations within the past 3 years in August.

5. The subcommittee discussed the latest draft of Internal Audit Plan. Ms. Scully suggested that the Transfer Station audit would not likely be undertaken prior to fiscal year end 2018. The subcommittee will discuss the plan again at its June meeting.

The meeting was adjourned at 10:24am

APPROVED 6/5/18 LRS