

Westport Board of Finance Audit Sub-Committee Minutes, July 9, 2018

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Lynn Scully, Sheila Carey, Jeff Ziplow (BlumShapiro), Lindsey Donato (BlumShapiro), Karen Kleine, Natalie Carrigan, Eileen Zhang, Sara Harris, Caroline McKay, Jennifer Tooker, Don Bergmann

Room 309, 9:02am

Item A: Administrative

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

Item B: External Audit

2. Ms. Carey told the subcommittee that the auditors (RSM) conducted preliminary audit procedures during the last two weeks of June. They will be returning on September 24 to conduct their field work.

Item C: Internal Audit

3. Mr. Ziplow and Ms. Donato (BlumShapiro) presented a draft of IA 18-02, IT Systems Assessment and Evaluation. Subcommittee members and others present were asked to provide any question/comments/edits prior to Friday, 7/13/18 to finalize the audit.
4. The subcommittee discussed the latest draft of Internal Audit Plan. Mr. Ziplow led a discussion of what a Cybersecurity audit would entail. BlumShapiro to send a proposed scope of services to Ms. Scully.

There were additional (minor) edits discussed. Ms. Scully to revise the plan and provide an updated version to the subcommittee at the Aug 27 meeting.

The meeting was adjourned at 11:29am

APPROVED 8/29/18 LRS