



## Westport Board of Finance Audit Sub-Committee Minutes, December 2, 2019

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Lynn Scully, Gary Conrad, Sheila Carey, Sara Harris, Don Bergmann, Peter Ratkiewich, Scott Sullivan, Vanessa Rossitto (blumshapiro), Jessica Aniskoff (blumshapiro, by phone), Jeff Ziplow (blumshapiro, by phone), Lindsey Intrieri (blumshapiro, by phone)

Room 309, 10:08 am

### Item A: Administrative

1. The subcommittee approved minutes for the meeting of September 10, 2019.
2. The subcommittee reviewed and approved a draft of the Audit Subcommittee Meeting Calendar for 2020

### Item B: Internal Audit

3. The subcommittee reviewed and discussed the final draft of IA 19-02 Transfer Station Assessment, as presented by Lindsey Intrieri. Mr. Sullivan and Mr. Ratkiewich had some minor edits, which will be provided to blumshapiro in order to finalize the report. The subcommittee voted to accept the audit, authorizing finalization pending minor edits.

### Item C: External Audit

4. Ms. Rossitto led the discussion of a draft Comprehensive Annual Financial Report for fiscal year ended June 30, 2019. The subcommittee voted to accept the audited financial statements, authorizing finalization pending minor edits.  
Ms. Rossitto also briefly discussed upcoming GASB requirements for 2020 and beyond. Ms. Rossitto and her team will meet with the Finance Department in January to discuss best practices in implementing the new standards.

### Item D: Internal Audit

5. Ms. Scully discussed responses to a request for proposals (RFP) for an audit of the Senior Services Division of Westport's Human Services Department. After a review of proposals, Ms. Scully recommended hiring CohnReznick for this project, which will hopefully commence in January, 2020. The subcommittee voted to approve this recommendation.

The meeting was adjourned at 11:29pm

Approved 2/3/2020 LRS