



Lynn Scully, Audit Manager/Senior Accountant

Town of Westport, CT

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IA 20-01 Audit of Human Services – Senior Services Division

May 18, 2020

To: Board of Finance Audit Subcommittee, Town of Westport

From: Lynn Scully, Audit Manager/Senior Accountant

CC: Westport Board of Finance, RTM Finance Committee

The attached internal audit report was prepared by representatives of CohnReznick, LLP. It represents the results of a review of the financial activities of the Senior Services Division of Human Services. This includes the Westport Center for Senior Activities (WCSA) and the Senior Nutrition Program. The FY20 operating budget for this division is \$545k.

Key recommendations that are included in this report are:

- Suggested improvements for cash receipts processing
- Suggested improvements for financial/operational reporting
- Documentation of formalized policies and procedures
- Succession planning for WCSA leadership

I sincerely appreciate the excellent level of cooperation by employees of the Town's Senior Services Division throughout this audit. Their dedication to Westport's seniors is exemplary and their commitment to improvement was key to the success of this effort.

Thank you for the opportunity to provide this information.

Sincerely,

Lynn Scully, Audit Manager/Senior Accountant