



Westport Board of Finance Audit Sub-Committee Minutes, April 5, 2021

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Lynn Scully, Sheila Carey, Gary Conrad

Via Zoom, 10:01 am

Item A: Administrative

1. The subcommittee unanimously approved minutes for the meeting of March 8, 2021.

Item B: External Audit

2. The subcommittee discussed the re-appointment of CliftonLarsonAllen, LLP (formerly BlumShapiro) for the FY21 annual audit. Effective January 1, 2021, BlumShapiro merged with CLA, LLP. We will have the same audit team. The amount budgeted for the 2021 audit will be \$96,250. Mr. Conrad and Ms. Carey indicated that they were happy with the working relationship with the team. The subcommittee voted unanimously to recommend the re-appointment.

Item C: Internal Audit

3. Ms. Scully discussed some broad objectives for an audit of Human Resources/Payroll for both the Town and WPS. After discussion, it was decided that a look at systems utilization will be the first objective to focus upon. Ms. Scully will draft detailed audit objectives and obtain quotes for this by the end of the month.
4. The subcommittee discussed the draft Audit Plan 2021-25. There were no proposed changes.

Meeting was adjourned at 10:36am

Approved 5/17/21 LRS