



## Westport Board of Finance Audit Sub-Committee Minutes, June 7, 2021

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Elio Longo, Lynn Scully, Sheila Carey, Sara Harris, Vanessa Rossitto (CLA), Emily Finn (CLA)

Via Zoom, 10:01 am

### Item A: Administrative

1. The subcommittee unanimously approved minutes for the meeting of May 17, 2021.

### Item B: Internal Audit

2. The subcommittee reviewed Town and WPS responses to the FY20 Management Letter.
3. Ms. Rossitto and Ms. Finn led the discussion of the FY21 External Audit Plan. Preliminary fieldwork will begin in person on June 14, 2021.
4. Ms. Scully provided a status update of IA 21-02, Internal Audit of Human Resources & Payroll. Pending contract approval by the Board of Selectmen on June 9, a kickoff meeting for this audit is scheduled for June 15, 2021 for both the Town and WPS.
5. The subcommittee discussed the draft Audit Plan 2021-25. Ms. Scully had edited the plan to include the second phase of a Human Resources Audit to begin in the next fiscal year (FY22).

Meeting was adjourned at 10:46am

Approved 9/13/21 LRS