



## Westport Board of Finance Audit Sub-Committee Minutes, September 13, 2021

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Gary Conrad, Elio Longo, Lynn Scully, Sheila Carey, John Bayers, Ralph Chetcuti, Debra Ferrante, Vanessa Rossitto (CLA), Emily Finn (CLA), Jeff Ziplow (CLA), Lindsey Intrieri (CLA), Jonathan Steinberg

Via Zoom, 10:01 am

### Item A: Administrative

1. The subcommittee unanimously approved minutes for the meeting of June 7, 2021.

### Item B: Internal Audit

2. Ms. Rossitto (CLA), Ms. Finn (CLA) and Ms. Carey provided an update of the current audit. Ms. Rossitto noted that due to a new GASB 84 requirement, they would be incorporating the Town's 401k and Defined Contribution plans into the audit universe. She is still in the process of reviewing available information, but noted that this additional work may require additional audit fees.

### Item C: Internal Audit

3. The subcommittee reviewed a draft of IA 21-02, Internal Audit of Human Resources & Payroll. Mr. Ziplow (CLA) and Ms. Intrieri (CLA) walked the subcommittee through the report's major findings with some discussion. The subcommittee voted to approve the report for finalization.
4. The subcommittee discussed the draft Audit Plan 2021-25. Ms. Scully recommended that the subcommittee pick a shorter audit next, as it seemed that the finalization of the IA 21-02 would take some time before we would move forward to another HR/Payroll audit. The subcommittee asked Ms. Scully to put together objectives and a scope for a review of Miscellaneous Billing for the next meeting.

Meeting was adjourned at 11:24 am

Approved 11/8/2021 LRS