

## **Board of Finance Audit Subcommittee Meeting Minutes, April 8, 2013**

Meeting called to order at 9:01 am

Members present: Brian Stern, Helen Garten, Avi Kaner

### Item A: External

1. Discussed the recommendation from the Finance Director for External Auditor. The committee voted to recommend going out to bid for audit services in January 2015 for the fiscal year end June 30, 2015 audit. 3-0
2. Reviewed auditor engagement letter and fees.
3. Discussed Internal audit Plan.

### Item B: Internal Audit

1. Reviewed and discuss the status of the Personnel Audit open items (remains open).
2. Reviewed and discussed the Cash Audit (closed out).
3. Reviewed and discussed the Town Owned Vehicles Audit Report (remains open).
4. Discussed progress on the Time and Attendance Audit (in process).

### Item C: General

1. Reviewed reporting to the Board of Finance. (B. Stern)

### Item D.

1. Any other Business.  
  
A) Approved Minutes from March, 2013, and B) Financial Complaint Process (none).

### Item E.

Executive Session. 10:20am the committee went into executive session to discuss an annual personnel matter.

Meeting adjourned at 10:40 am

Respectfully Submitted,

Lynn Scully, Internal Auditor

Approved \_\_\_\_\_