



Westport Board of Finance Audit Sub-Committee Minutes, November 8, 2021

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Gary Conrad, Elio Longo, Lynn Scully, Sheila Carey

Via Zoom, 10:01 am

Item A: Administrative

1. The subcommittee unanimously approved minutes for the meeting of September 13, 2021.

Item B: External Audit

2. Ms. Carey provided an update of the current audit. A draft of the financials is expected the week of November 22, 2021.

Item C: Internal Audit

3. Ms. Scully led a discussion about the prospective internal audit of Miscellaneous Revenues. It was determined by the subcommittee that the timing of this audit would be negatively impacted by a current software implementation.
4. The subcommittee discussed the draft Audit Plan 2021-26. It was determined that the next priority should be a Phase 2 Human Resources. Ms. Scully to investigate the timing of this audit with the two HR Directors (Town and WPS).
5. Both Ms. Gordon and Ms. Moore were acknowledged for their important contributions to the work of the subcommittee as they move on to new assignments within the Town.

Meeting was adjourned at 10:41 am

Approved 1/21/2022 LRS