



## Westport Board of Finance Audit Sub-Committee Minutes, April 5, 2022

Members: Nancie Dupier (Chair), Lee Caney

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

Via Zoom, 11:03 am

<u>Item A:</u> Administrative	
1.	The subcommittee unanimously approved minutes for the meeting of March 1, 2022.
<u>Item B:</u> Internal Audit	
2.	Ms. Scully led a discussion of IA 21-02 Payroll and Human Resources Systems Utilization Assessment. She indicated that a form requesting responses was sent to both the Town and WPS Human Resources/Payroll departments. The subcommittee hopes to review departmental responses at the May 3, 2022 meeting.
3.	Ms. Scully proposed postponing the second HR audit due to a key vacancy within the Town's Human Resources Department. It was decided that Ms. Scully would discuss the objectives of an audit of the Coleytown Elementary School renovation with Mr. Longo and bring them back to the subcommittee at the next meeting.
4.	The subcommittee discussed the use of outside firms for both internal and external audits. Ms. Scully suggested that we continue to solicit bids from the list of prequalified firms for internal audit and that we continue our external audit relationship with CLA. Subcommittee to vote on this appointment at the May 3 meeting (prior to the full board vote mid-May).
5.	The subcommittee discussed the draft Internal Audit Plan 2022-27.
	Meeting was adjourned at 12:14 pm

Approved 5/3/2022 LRS