

Westport Board of Finance Audit Sub-Committee Minutes March 30, 2015

Members: Janis Collins (Chair), Jennifer Tooker

Also present: Lynn Scully, Ken Alexander, Sheila Carey, Elio Longo, Scott Bassett (McGladrey), Brian Stern, Karen Kleine, Dewey Loselle, John Hartwell, Don Bergmann

Room 309, 9:01 am

Item A: Administrative

1. Meeting minutes for 2/5/15, 3/2/15 & 3/9/15 were approved as presented.

Item B: External Audit

2. Management responses to the McGladrey management letter were discussed. These responses will be presented to the subcommittee in writing at the June 1 meeting.

Item C: Internal Audit

3. The subcommittee reviewed a draft of IA 14-03 Audit of Marina Operations. A number of revisions were suggested. Lynn to revise and circulate an updated draft to the subcommittee.
4. The First Selectman's draft response to IA 14-01 (Capital Projects), recommendation 2.a. was presented by Dewey Loselle, Operations Director. The committee provided feedback to Mr. Loselle on the response. Mr. Loselle to finalize in consultation with the First Selectman.
5. The committee reviewed responses to IA 15-03 Audit of Westport Continuing Education.
6. The subcommittee reviewed the proposed scope for IA 15-04 Audit of Compensatory Time. The committee requested that this audit be completed prior to July 1, 2015.
7. The subcommittee discussed the current Audit Plan. Lynn to revise.

The meeting was adjourned at 10:59am.

Approved 6/1/2015 LRS