



## Westport Board of Finance Audit Subcommittee Meeting Minutes

Meeting Agenda, September 3, 2024 12:00 pm

Via Zoom

Present (by Zoom): D. Dobin, R. Hightower, G. Conrad, T. Hojnacki, S. Carey, E. Longo.

1.	<p>Approval of minutes for June 12, 2024 meeting.</p> <p><i>Motion to approve: D. Dobin, R. Hightower seconded. Approved 2-0</i></p>
2.	<p>Follow-up discussion on Internal Audit activities: Grant Administration.</p> <p><i>The Committee discussed the Aston Carter Informational materials and agreed the next step would be for the Aston Carter team to present potential ways of working together during the next Subcommittee meeting. T. Hojnacki will arrange.</i></p>
3.	<p>Provided status of the Parks &amp; Recreation Revenue Assessment RFP.</p> <p><i>T. Hojnacki informed the Committee that the RFP responses are due back on Friday, September 13<sup>th</sup>. They will be summarized and shared prior to the October 3<sup>rd</sup> Meeting.</i></p>
4.	<p>Agreed upon updates to Internal Audit Plan (July 1, 2024 – June 30, 2029).</p> <p><i>The Committee reviewed the initiatives presented in the updated Internal Audit Plan. The Committee agreed to share with the full Board of Finance for its input.</i></p> <p><i>The Committee asked the Finance Team to provide a quarterly Appropriation Summary in the Board of Finance package starting in November for the quarter ended September 30<sup>th</sup>.</i></p> <p><i>Overall, the Committee agreed all other initiatives should remain on the Internal Audit Plan. These initiatives will be reprioritized, especially if there is a change in key departmental leadership.</i></p>
5.	<p>Reviewed External Audit Plan.</p> <p><i>S. Carey provided a summary of key external audit activities and dates. The schedule is consistent with prior years.</i></p>

***Motion to adjourn: D. Dobin, second Hightower. 2-0.***

***Meeting adjourned at 12:34 pm.***