

Town of New Fairfield
Board of Finance
4 Brush Hill Road
New Fairfield, CT 06812

MINUTES
BOF AUDIT SUBCOMMITTEE
Wednesday, July 11, 2012
9:00 AM
Town Hall Annex Finance Office

Members present:

Wes Marsh
Jane Landers (via telephone)

Other Town Officials Present:

Jay Waterman, Finance Director
Ed Sbordone, Accounting Manager

Call To Order- Chairman Wes Marsh called the meeting to order at 9:02am.

Vote on recommending approval of the auditor's arrangement letter dated July 5, 2012 for auditor services for the year ending June 30, 2012 to the Board of Finance

Wes Marsh spoke of the arrangement letter for the audit for the Town of New Fairfield from the firm of McGladrey LLP for the year ending June 30, 2012. The full Board of Finance will vote at their next meeting on July 18th to give authority for the chairman to sign the arrangement letter. The fee for the audit is \$52,100. Attachments to this letter include funds that the auditors will look at. Two new funds that the auditors will look at include the Senior Center and the Youth Commission. There was a brief discussion of STEAP grants.

Wes Marsh spoke of a clause in the audit that allows the auditor to provide information to a third party for benchmarking data. It was noted that this is a normal practice and the town is not named in this.

Wes Marsh made a motion that the Audit subcommittee recommend the letter dated July 5, 2012 for auditor services for the year ending June 30, 2012 to the full Board of Finance. Jane Landers seconded the motion.

Vote: 2-0-0 (Motion approved)

Vote on recommending approval of the auditor's Operational Review of cash accounts dated March 8, 2012 to the Board of Finance

Wes Marsh spoke of the Operational Review of cash accounts. One suggestion from the auditors was that the software should have better control. It was noted that there is no better software as of now and more equity checks will be done monthly.

Recommendations that were spelled out in the review will be included in a document called New Fairfield Public School Student Activity Guidelines. Superintendent of Schools Dr. Alicia Roy will present this to the BOE for adoption. A Central Office (Business Manager) will be the person responsible if things are not done correctly. Finance Director Jay Waterman spoke of an electronic check machine that automatically deposits checks right from the office. This machine was received from the bank free of charge. It was recommended that the BOE get an electronic check machine as well.

The cost of this Operational Review was \$8,000. There was brief discussion of how often an Operational Review should be done and when a follow up should occur.

Wes Marsh made a motion to recommend to the full Board of Finance the approval of the auditor's Operational Review of cash accounts dated March 8, 2012 from the firm of McGladrey LLP for the cash accounts for the Town and Board of Education. Jane Landers seconded the motion.

Vote: 2-0-0 (Motion approved)

Adjournment

Jane Landers made a motion to adjourn the meeting at 9:20 am. Wes Marsh seconded the motion.

Vote: 2-0-0 (Motion approved)