

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

MINUTES

Board of Finance Audit Subcommittee Meeting
Wednesday, May 15, 2013
6:00 PM
Town Hall Annex Conference Room

Subcommittee Members present:

Wes Marsh, Chairman
Keith Landa
Jane Landers

Other Town Officials Present:

Jay Waterman, Finance Director
Ed Sbordone, Accounting Manager
Craig McClain, Business Manager

Call To Order Chairman Wes Marsh called the meeting to order at 6:00pm.

Change in agenda

Wes Marsh made a motion to change the order of the agenda to put the discussion of corrective action ahead of the vote on the auditor's engagement letter.

Discuss status of corrective actions taken concerning a repeated significant deficiency identified in the fiscal year 2011-2012 audit concerning education creating purchase orders after the invoice dates and report to the Board of Finance

Wes Marsh spoke of a significant deficiency identified in a previous audit regarding the practice of invoices and purchase orders. Business Manager Craig McClain noted that a deficiency occurs when an invoice is created before the purchase order and spoke of incidents where this has occurred.

Mr. McClain provided the subcommittee with a spreadsheet that included 490 incidents but noted that some of these incidents were duplicates. There was a discussion of how this practice can be corrected and the enforcement for those who don't follow the procedures. It was noted that there are a lot fewer incidents than in previous years.

It was decided that a monthly report of any incidents will be provided to the Superintendent of Schools with a copy to the Board of Finance. The Board of Finance will check to see if this can be made official Board of Education policy. The new auditors will be made aware of the prior incidents and the BOF will follow up on this in four to six months.

Vote to recommend approval of the auditor's engagement letter for auditor services for the fiscal year 2012-2013

The subcommittee briefly discussed the auditor's engagement letter for the firm of O'Connor Davies.

Wes Marsh made a motion to recommend the approval of the auditor's engagement letter for auditor services for the fiscal year 2012-2013 to the Board of Finance. Keith Landa seconded the motion.

Vote: 3-0-0 (Motion approved)

Adjournment

Jane Landers made a motion to adjourn the meeting at 7:13 pm. Keith Landa seconded the motion.

Vote: 3-0-0 (Motion approved)