

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

**MINUTES**

**Board of Finance Audit Subcommittee Meeting  
Thursday, July 9, 2015  
8:00 PM  
Annex Conference Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
John Hodge

***Other Officials Present:***

Evelyn Abraham, Finance Director  
Marcia Marien, O'Connor Davies  
Benjamin Meadows, O'Connor Davies

***Subcommittee members not present:***

Jane Landers

**Call To Order** Chairman Wes Marsh called the meeting to order at 8:00am.

**Discussion of the auditor's Policy and Procedure Manual**

Marcia Marien along with Benjamin Meadows from the audit firm of O'Connor Davies presented the BOF audit subcommittee with a Policies and Procedures Manual created for the Town of New Fairfield as of July 7, 2015.

The purpose of this manual is to help identify weaknesses and inefficiencies to help the town run smoother. Main points of discussion included segregation of duties including authorization and custody of money as well as banking safety. There was a brief discussion of having a separate cash register for each employee or at the very least separate drawers. Counterfeit insurance was also discussed as well as credit card controls. It was suggested that FOI fees be collected in the Town Clerk's office.

There was a discussion of ways to tighten controls for other departments such as Parks and Recreation, the Drop-Off Center and Land Use departments. It was suggested that the tape at the Drop-Off center be reviewed every week and that money collected go directly to the bank.

Other suggestions included an audit of businesses in town through the Assessor's office, the use of purchase cards instead of credit cards for employees and the collection of cash for the Land Use Department go through the Town Clerk's office.

The subcommittee decided that Evelyn Abraham will check with First Selectman Susan Chapman to get permission to have both the town attorney and labor attorney review the document. Marcia Marien will meet with each department head separately to go over their respective departments.

**Adjournment**

The meeting adjourned at 10:20am.