

1. 8:30 A.M. BET Audit Comm. Meeting Agenda

Documents:

[BET_AUDIT_COMM_MEETING_AGENDA_01-16-20.PDF](#)

2. REVISED BET Audit Comm. Meeting Agenda

Documents:

[REVISED_BET_AUDIT_COMM_MEETING_AGENDA_01-24-20.PDF](#)

3. 2nd REVISED BET Audit Comm. Meeting Agenda

Documents:

[2ND_REVISIED_BET_AUDIT_COMM_MEETING_AGENDA_01-24-20.PDF](#)

4. SUB TO APP BET Audit Comm. Meeting Minutes

Documents:

[SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_01-24-20.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE MEETING
Thursday, January 16, 2020**

**8:30 A.M.
Gisborne Room**

AGENDA

1. Acceptance of the BET Audit Committee Meeting Minutes of December 5, 2019
2. Risk Management
 - Overview of Risk Management activities
 - Executive Session – Cyber Security Discussion
3. Internal Audit
 - Update on the Internal Audit Position
4. Old Business
 - Contracting with Blum Shapiro for Audit Services:
 - a. List of audits to be undertaken
 - b. Terms of contract with Blum Shapiro
5. New Business
 - Audit of financial statements of The Nathaniel Witherell
6. Items for future BET Audit Committee Meetings
7. Adjournment



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE MEETING
Friday, January 24, 2020**

**8:30 A.M.
Gisborne Room**

REVISED AGENDA

1. Acceptance of the BET Audit Committee Meeting Minutes of December 5, 2019
2. Risk Management
 - Overview of Risk Management activities
 - Executive Session – Cyber Security Discussion
3. Internal Audit
 - Update on the Internal Audit Position
4. Old Business
 - Contracting with Blum Shapiro for Audit Services:
 - a. List of audits to be undertaken
 - b. Terms of contract with Blum Shapiro
5. New Business
 - Audit of financial statements of The Nathaniel Witherell
6. Items for future BET Audit Committee Meetings
7. Adjournment



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE MEETING
Friday, January 24, 2020**

**8:30 A.M.
Gisborne Room**

SECOND REVISED AGENDA

1. Acceptance of the BET Audit Committee Meeting Minutes of December 5, 2019
2. Review of Audit Committee charter and responsibilities
3. Internal Audit
 - Update on the Internal Audit Position
4. Old Business
 - Contracting with Blum Shapiro for Audit Services:
 - a. List of audits to be undertaken
 - b. Terms of contract with Blum Shapiro
5. New Business
 - Audit of financial statements of The Nathaniel Witherell
6. Items for future BET Audit Committee Meetings
7. Adjournment

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or alan.barry@greenwichct.org as soon as possible in advance of the event.

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES**

Friday, January 24, 2020
Gisborne Conference Room, Town Hall

Present

Committee: William Drake, Chairman; Andreas Duus, Laura Erickson, David Weisbrod

Staff: Peter Mynarski, Comptroller

BET: Karen Fassuliotis, Elizabeth K. Krumeich, Miriam Kreuzer, Michael Mason, Leslie Moriarty, Jeffrey S. Ramer, Leslie Tarkington

The regular meeting was called to order at 8:30 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Mr. Duus, seconded by Mr. Weisbrod, the Committee voted 2-0-2 (Abstained: Drake, Erickson) to accept Minutes of the BET Regular Meeting of the Audit Committee of December 5, 2019. Motion carried.

2. Review of Audit Committee Charter and responsibilities

Comptroller Mynarski provided an overview of the Internal Audit Policy in the Policies and Procedures section of the BET Reference Book. (The word "charter" is not the document's title, because it could be misinterpreted to mean a separate government body.)

Chairman Drake welcomed the Committee to the first meeting of the new term. By way of orientation, he remarked that their work was confidential in nature and would be carried out with a non-political approach. Mr. Mynarski commented that the leadership of the Town's Cyber Security program is an open issue as is the question of sufficiency of funding. The Committee discussed how the program would be responsible for cyber security for the various roles of the Town, the Board of Education (BOE), The Nathaniel Witherell and the Library management, and whether those units' cyber security initiatives should report to the Finance Department, through the Risk Manager, or to the Office of the First Selectman, through the Information Technology Department or Town Administrator or be outsourced to a third party. Cyber Security will be a frequent item on the Audit Committee's Agenda.

3. Internal Audit

Mr. Mynarski reviewed the steps taken to fill the internal auditor position to date. He advised that the position's job description was being revised by the HR Department and that a copy of the new job description would be circulated to the Committee when it becomes available.

4. Old Business

• Contracting with Blum Shapiro for Audit Services

- **List of audits to be undertaken** – Mr. Mynarski commented that the list of audits had been prioritized at the Audit Committee's Special Meeting in November 2019. The Committee revised the order of proposed audits as follows: 1) School Lunch

Program; 2) Student Activity Fund; 3) Transfer Station Revenues; 4) Skating Rink Revenues; and 5) Marina Fees.

- **Terms of the Blum Shapiro contract** – The Committee discussed the Blum Shapiro engagement letter containing contract terms for temporary audit services. The members made suggestions. The Committee decided that Mr. Mynarski would forward the suggestions for changes and requests for clarifications to Shapiro and request a revised letter for the Committee’s consideration.

5. New Business

Audit of Financial Statements of The Nathaniel Witherell (TNW)

The Committee discussed the need and timing of pursuing an audit of TNW’s financial statements. It was decided that PKF O’Connor Davies and Blum Shapiro should be asked for audit proposals.

6. Items for future BET Audit Committee Meetings

- Cyber Security
- TNW Audit of Financial Statements
- Review of previous list of Internal Audits

7. Adjournment

Upon a motion by Mr. Duus, seconded by Ms. Erickson, the Committee 4-0-0 to adjourn the Meeting at 10:38 A.M. Motion carried.

SUBJECT TO APPROVAL

Catherine Sidor, Recording Secretary

William Drake, Chairman

Schedule of 2020 Audit Committee Meetings

February 18, 2020 (Tuesday)– Gisborne Conference Room, 1st Floor
March 11, 2020 (Wednesday) - Gisborne Conference Room, 1st Floor
April 14, 2020 (Tuesday) – Gisborne Conference Room 1st Floor
May 5, 2020 (Tuesday) - Gisborne Conference Room, 1st Floor
June 4, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
July 9, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
August (no meeting)
September 10, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
October 9, 2020 (Friday) - Gisborne Conference Room, 1st Floor
November 5, 2020 (Thursday) – Gisborne Conference Room 3rd Floor
December 17. 2020 (Thursday) - Gisborne Conference Room, 1st Floor