

1. BET Audit Comm. Meeting Document

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**Audit Committee Minutes**  
**March 8, 2007**

**Attending:** Bob Stone, Chairman, Leslie Tarkington, Larry Simon, Jim Himes, Board of Estimate and Taxation (BET) members, Peter Mynarski, Jr., Comptroller, Chris DeMeo, Dir., Risk Management, and Reinie Lange, Internal Audit.

Meeting was called to order at 8:05 AM.

The following items were discussed:

**1. Concerning the Payroll Audit findings.**

In the absence of Ed Gomeau, who was unable to attend but has indicated that he would update the Committee at next month's meeting, Peter Mynarski stated that there has not been any movement on the payroll time sheets issue and that Human Resources has requested more time to implement changes.

**2. Process by which the Town follows in Awarding Contracts-Purchasing Procedures.**

The Committee discussed the response received from The Town Attorney concerning proposed documentation and agreed to invite him and Joan Sullivan to a meeting to discuss various issues.

**3. Review of analysis of accidents involving Town-Owned Vehicles**

Chris DeMeo passed out a schedule showing the number of vehicles involved in accidents from July 1, 2006 to January 9, 2007 and the description of the cause of the accidents. Committee discussed need for a future periodic report focusing on accidents involving the drivers/equipment operators involved in multiple incidents within a particular time frame. In connection with such repeat incidents, the Risk Manager will invite Fire Department officials to the April meeting to review driver/equipment-operator training procedures.

**4. Discuss requirements for and issuance of RFP for engagement of independent auditor.**

Comptroller Mynarski reported that the RFP had been sent to the Big Four Accounting firms, along with McGladry & Pullen and Blum Shapiro. Responses are due by March 23, 2007.

The Committee will arrange an interview schedule in the near future.

**5. Approval of minutes of the meeting on February 7, 2007 meeting.**

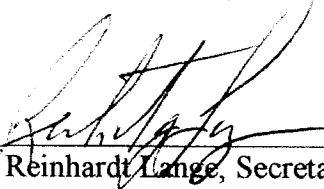
Mrs. Tarkington made the motion, seconded by Mr. Himes, to approve the minutes of February 7, 2007. Approved 4-0.


**6. Consideration of changes to Internal Audit Plan.**

It was agreed that a list of all RRR's (Reserve for restricted receipts) and a listing of total revenue for the Town of Greenwich, from the largest to the smallest, be presented at the next Audit Committee meeting.

In the meantime, internal audit will work on the audits of Holly Hill and a review of the Travel and Entertainment area.

Meeting adjourned at 9:35 AM after motion made by Mr. Simon and seconded by Mrs. Tarkington was approved 4-0.

  
Reinhardt Lange, Secretary

  
Robert S. Stone, Chairman