

1. BET Audit Comm. Meeting Documents

Documents:

[APPROVED_BET_AUDIT_COMM_MEETING_MINUTES_12-09-10.PDF](#)
[BET_AUDIT_COMM_MEETING_AGENDA_12-09-10.PDF](#)
[SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_12-09-10.PDF](#)

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Thursday, December 9, 2010 - 8:30 A.M.
Gisborne Conference Room

Present:

Committee: Arthur Norton, Chairman
Joseph Pellegrino, William Kelly

Attendees: Peter Mynarski, Comptroller; Mary Walczykowski, Chief Accountant; Dr. Robert Lichtenfeld, BOE Managing Director of Operations; Ben Brayan, BOE Business Administrator; Vanessa Rossitto, Partner, Blum Shapiro
9:15 A.M. - Tod Laudonia, Tax Collector; Brendan McDonough, Assistant Tax Collector

Others: Leslie Tarkington, BET Member

The meeting was called to order at 8:36 A.M.

1. Review Financial Statements and Management Letter for the Fiscal Year ended June 30, 2010 prepared by Blum Shapiro, Town of Greenwich Independent Auditors

State Single Audit Report
Federal Single Audit Report
Comprehensive Annual Financial Report
Management Letter

Ms. Vanessa Rossitto, Blum and Shapiro Partner, introduced herself to the Committee and presented the CAFR, Comprehensive Annual Financial Report, for fiscal year 2009 – 2010. Ms. Rossitto clarified the full accrual government financial statement sections including net assets, the income statement, unrestricted revenues, etc.

Noted by Ms. Rossitto was the positive number, “north of \$5,000,000” (five million dollars), in the General Fund, a result of decreasing expenditures and increased revenues.

Mr. Pellegrino questioned whether the report reveals the statistical “health” of the Town. Mr. Mynarski replied that the Town’s ability to pay, as a result of a large Grand List, results in a favorable bond rating.

Ms. Rossitto continued with a review of the reconciliation and budgetary pages. She also reviewed Nathaniel Witherell’s revenues and expenditures which revealed a positive budget of \$786,678 (seven hundred eighty six thousand six hundred seventy eight dollars) before \$229,552 for encumbrances and capital expenditures.

Ms. Rossitto and Mr. Mynarski presented the Management Letter findings and answered the Committee’s questions relative to the report. The Management Letter Comments for fiscal year 2009-2010 discussed were as follows:

- **GAAP Reporting**
Mr. Mynarski - continue with revised process which complies with recommendation.
- **Compensated Absences**
Mr. Mynarski - complying with recommendation currently.
- **Sewer Assessments**
Mr. Mynarski - created Ad-Hoc team to address MUNIS deficiencies and will address in July 2011.
- **Educational Projects Fund**
Mr. Branyan - redesign of current staffing in upcoming months and implement new process.
- **SEDAC-G Reporting (Special Education Access Grant)**
Mr. Branyan - comply with recommendation by fiscal year end June 30, 2011.
- **Town-wide Documentation of Review**
 - **Payroll review documentation:**
Mr. Mynarski - will address and explore possible town-wide solution.
 - **Review of OPEB journal entries**
Mr. Mynarski - Kathleen Murphy, Treasurer, will address this issue and resolve to comply with recommendation.
 - **Review of Assistant Tax Assessor reconciliation between Pro Val and MUNIS**
Mr. Mynarski - Ted Gwartney, Assessor, to address this issue.
 - **BOE Single Audit reporting**
Mr. Branyan - BOE needs review of this item before responding.

The Management Letter Comments carried over from the prior year were as follows:

- **Wire Transfer Approvals**
Mr. Mynarski - Ms. Murphy has implemented practice which complies with recommendation.
- **Review of Capital Asset Records**
Mr. Mynarski - in agreement with recommendation, already in 2011 Budget.
- **Abstract – Rate Book Reconciliations**
Mr. McDonough - comply with recommendation by June 30, 2011.
- **Interest on Property Taxes Receivable**
Mr. McDonough - post mark date of payment is accepted but needs safe guard for exceptions, will comply by March 2011.
- **Reconciliation of Taxes Receivable**
Mr. Mynarski - report to be completed by Tax Collector with sign off by Finance comply with recommendation.

9:58 A.M. Mr. Laudonia and Mr. McDonough excused themselves from the meeting.

- **BOE Chart of Accounts**

Mr. Branyan - working to resolve for BET Audit Committee January 2011 meeting.

New future accounting standards of the GASB No.54, Fund Balance Reporting and Governmental Fund Type Definitions, was detailed by Ms. Rossitto, which is effective for financial statements for periods beginning after June 15, 2010 (fiscal year ending June 30, 2011). The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. The five new fund balance classifications are: Nonspendable, Restricted, Committed, Assigned and Unassigned. Mr. Mynarski expressed his concern over how this new requirement will reflect on the Town's bond rating.

Mr. Norton stated that the Committee will meet again with Ms. Rossitto in May or June 2011.

Subsequent to discussions on the above mentioned reports, the following actions were taken:

Mr. Pellegrino moved acceptance of the State Single Audit Report, the Federal Single Audit Report and the Comprehensive Financial Report seconded by Mr. Kelly. The reports were accepted on a vote of 3 to 0.

The Management Letter was reviewed and recommendations were made which will be continuing items on the BET Audit Committee's agenda till all items are resolved and in compliance. Mr. Pellegrino moved acceptance of the Management Letter, seconded by Mr. Kelly. The report was accepted on a vote of 3 to 0.

Mr. Pellegrino commended Ms Rossitto for the outstanding work and professional presentation. Mr. Kelly also extended the appreciation from the BET Audit Committee to Mr. Mynarski, Ms. Walczykowski and the Finance Department for their participation in the Audit.

2. Old Business

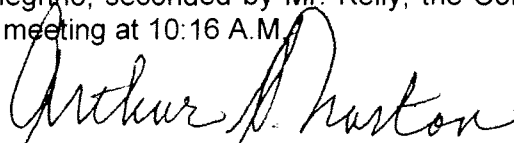
No old business was discussed.

3. Items for Discussion future Bet Audit Committee Meetings

Mr. Norton noted that the Tax Collector's Management Report the will be an agenda item on the next BET Audit Committee Meeting, scheduled for Thursday, January 13, 2011.

4. Adjournment

Upon a motion by Mr. Pellegrino, seconded by Mr. Kelly, the Committee voted 3 to 0 to adjourn the meeting at 10:16 A.M.



Arthur D. Norton, BET Audit Committee Chairman



Elaine JV Brown, Recording Secretary



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION
AUDIT COMMITTEE MEETING**

**Thursday, December 9, 2010
Gisborne Conference Room**

8:30 AM

AGENDA

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 - State Single Audit Report
 - Federal Single Audit Report
 - Comprehensive Annual Financial Report
 - Management Letter
2. Old Business
3. Items for Discussion future BET Audit Committee Meetings
4. Adjournment

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