

1. BET Audit Comm. Meeting Agenda 05-02-2023

Documents:

[BET AUDIT COMM MEETING AGENDA 05-02-2023.PDF](#)

1.1. SUB\_TO\_APP\_BET Audit Comm. Meeting Minutes\_04-17-2023

Documents:

[SUB\\_TO\\_APP\\_BET AUDIT COMM MEETING MINUTES\\_04-17-2023.PDF](#)



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

**AUDIT COMMITTEE MEETING**

**Tuesday, May 2, 2023, 9:00 A.M.  
Cone Room**

**AGENDA**

1. Approval of the BET Audit Committee Meeting Minutes of April 17, 2023
2. Internal Audit
  - Update on Outsourced Internal Audits
3. Risk Management
  - St. Roch Annual Feast – Hamilton Avenue School Field Permit Update
  - Havemeyer Building Flood Damage Insurance Update
4. Old Business
  - Annual Comprehensive Financial Report Audit Update for the Year Ending June 30, 2022
  - Review, Discussion and Vote on The Nathaniel Witherell Assessment
5. New Business
  - Tax Collector Annual Write Off Report
6. Items for future BET Audit Committee Meetings
7. Executive Session – Cybersecurity Quarterly Update
8. Adjournment



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
AUDIT COMMITTEE MEETING MINUTES  
Monday, April 17, 2023  
Cone Room**

Present

Committee: Harry Fisher, Chairman; William Drake, Jeffrey S. Ramer, David Weisbrod

Staff: Roland Gieger, Director, Budget & Systems Management; Peter Mynarski, Comptroller, Maureen Tracy, Chief Accountant, Finance Department

BET: Nisha Arora, Laura Erickson, Karen Fassuliotis, Miriam Kreuzer, Leslie Moriarty, Dan Ozizmir, Leslie Tarkington

Guest: Nisha Hurst, Board Member, The Nathaniel Witherell; Brad Markowitz, TNW Board Chairman, The Nathaniel Witherell; John Mastronardi, Executive Director, The Nathaniel Witherell, Kate Tabner, Board Member, The Nathaniel Witherell

The meeting was called to order at 3:02 P.M.

**1. Approval of the BET Audit Committee Meeting Minutes of March 29, 2023**

Mr. Ramer made a motion to approve the March 29, 2023 minutes, seconded by Mr. Drake. The motion passed 3-0-0.

**2. Internal Audit**

**Update on The Nathaniel Witherell Accounts Receivable Billing:**

Mr. Brad Markowitz, TNW Board Chairman, presented reports prepared by Grassi Healthcare Advisors, an accounting firm hired by Morgan Lewis & Bockius, TNW's attorney, to assist in the reconciliation of the account's receivables. The report dealt with a summary of Accounts Receivables as of June 30, 2022 and their status as of March 31, 2023.

The main purpose of the assignment was to determine the amount of receivables that TNW will not be able to collect. This was information that was essential to the completion of the Town's annual audit for the year ending June 30, 2022.

As a result of their work, it was determined that the write off amount required in the Munis data base would be \$4,070,499 as of June 30, 2022. That amount consists of three components: 1) \$802,118 is the adjustment required to reconcile the MATRIX system to the Town's accounting system Munis, 2) \$3,118,381 is the write off of receivables that are more than likely to be uncollectible and 3) \$150,000 represents the credit balances.

The Audit Committee voted 4-0-0 to accept the Grassi Healthcare Advisory Report and the suggested write off figure of \$4,070,499.

Ms. Nisha Hurst, TNW Board Member, was also in attendance and represented that she would be handling accounting matters going forward. She stated that she will be working with Comprehensive Healthcare Solutions and the Grassi Healthcare Advisors to help put in procedures to ensure that preexisting matters will not occur again.

### **3. Old Business**

- **Annual Fiscal Year Ending June 30, 2022 Audit Update**

Mr. Mynarski stated that the audit has been extended to April 30, 2023 for filing with the Office of Policy and Management (OPM). An extension beyond April 30, 2023 is not known at this time.

### **4. New Business**

- **Review, discussion and vote on TNW Assessment**

The matter of hiring CliftonLarsonAllen (CLA) to do an internal control assessment was introduced. Mr. Markowitz strongly objected to the timing of the assessment, stating he felt the operations were not ready to be audited. He felt strongly that an assessment by CLA, was warranted but preferred that TNW be in a better position with the assistance of Comprehensive Healthcare Solutions and Grassi Healthcare Advisors. In addition, he felt that the assessment needed to be enhanced to deal with more pertinent issues at the nursing facility.

It was collectively decided to have Mr. Markowitz and Mr. Mynarski meet with CLA to improve and enhance the scope of the assignment.

As a result of Mr. Ramer made a motion, seconded by Mr. Weisbrod, to have Markowitz and Mynarski meet with CLA to adjust the scope of the assignment and report back to the Audit Committee at the May 2, 2023 meeting. The Committee voted 3-1-0 (Drake voting no). Motion carried.

- **Review, discussion and vote on Board of Education and TNW Payroll Internal Control Audits**

Mr. Drake made a motion, seconded by Mr. Fisher, to authorize funding of up to \$28,000 each for a Payroll Internal Control audit of BOE and TNW operations. The vote was 4-0-0. Motion carried.

### **5. Items for future BET Audit Committee Meetings**

Mr. Mynarski reported that the Cybersecurity Executive Session was delayed until the May 2, 2023 Audit Committee meeting.

### **6. Executive Session**

There was no Executive Session.

7. **Adjournment**

Upon unanimous consent, the Committee adjourned the meeting at 4:55 P.M.

Respectfully submitted,

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Peter Mynarski, Recording Secretary

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Henry J. Fisher II, Chairman, Audit Committee

SUBJECT TO APPROVAL