



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

**AUDIT COMMITTEE MEETING
Thursday, March 8, 2018**

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

AGENDA

1. Acceptance of the BET Audit Committee Meeting Minutes of February 8, 2018
2. Risk Management
 - Frenkel and Company – FY 2018-2019 Insurance Renewal Update
 - Tom Klein, Director of Information Technology – Presentation on Disaster Recovery Plan, Information Technology Backup System
3. Internal Audit Report
 - Audits-in-Progress:
 - Draft Report: Internal Controls Over Cash and Client Assistance Handling in the Department of Human Services Discussion
 - Revenue Processing and Reporting in the Office of the Tax Collector Update
 - Acceptance of the Cash Handling Report in the Office of the Town Clerk
 - Update on Public Work's Implementation of the Management Recommendations in the February 7, 2018 Internal Audit Report – Collection of Disposal Fee Revenue from Private Septic Haulers.
4. Old Business
5. New Business
 - Best Internal Governing Practices: Review and Discussion of the Adoption of a Board of Estimate and Taxation Audit Code
 - Best Internal Auditing Practices: Review and Discussion of the Adoption of an Internal Audit Code.

6. Items for Future BET Audit Committee Meetings

7. Adjournment