

**BOARD OF ESTIMATE AND TAXATION**  
**Audit Committee Minutes**  
**Wednesday, December 9, 2009**  
**Gisborne Meeting Room**

**Attending:**

Committee: Arthur Norton, Chairman  
James Campbell, Jeffrey Ramer and William Finger

Attendees: Peter Mynarski, Comptroller; Mary Walczykowski, Chief Accountant; Kathleen Murphy, Treasurer; Richard Calcavecchio, BOE, Director of Budget and Systems; Patricia Waurishuk, BOE, Accounting Clerk; Brendan McDonough, Assistant Tax Collector; Anthony Tod Ladonia, Incoming Tax Collector; Ted Gwartney, Tax Assessor, Joseph Pellegrino, elected BET member; Vanessa Rossitto, Blum and Shapiro Partner

Meeting was called to order at 8:02 A.M.

The following items were discussed:

**1. Approval of Minutes for November 12, 2009 Audit Committee Meeting:**

Upon a motion by Mr. Campbell, seconded by Mr. Finger, the Committee voted 3 - 0 - 1 to approve the November 12, 2009 Minutes. Mr. Ramer did not attend the November 12, 2009 meeting and abstained.

**2. Internal Audit/Risk Management Report**

Mr. Mynarski presented the Internal Audit/Risk Management Report. Mr. Mynarski discussed the status of bringing delinquent Police and Fire False Alarm offenders to small claims court on a test basis.

Mr. Mynarski informed the Committee he was working with the Connecticut Interlocal Risk Management Agency (CIRMA) and Town officials on setting up a Preferred Provider Network for workers' compensation claims. He also stated that CIRMA would forward a "menu of services provided" by CIRMA for the January 2010 Audit Committee meeting.

Mr. Mynarski also informed the Committee that a property inspection on five selected Town of Greenwich sites was performed by HSB Professional Loss Control on behalf of Lexington Insurance Company, who provides the property coverage for the Town of Greenwich. The report will be presented at the January 2010 Audit Committee meeting. In addition, Mr. Mynarski reported that Frenkel and Company officials will be at the January 2010 Audit Committee meeting to present the report, speak to the issue of engineering studies and give an update on potential insurance coverage costs for July 1, 2010.

**3. Review Financial Statements and Management Letter for the Fiscal Year ended June 30, 2009 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, and Mr. Mynarski gave a presentation on the Management Letter findings and answered the Committee's questions relative to the report. The Management Letter Comments for fiscal year 2008-2009 discussed were as follows:

- Investment Account Reconciliations
- Valuation of Investments
- Review of Capital Asset Records
- Disposal of Capital Assets Purchased with Grant Funds
- Interest Earned on Education Grant Funds
- Tax Collector/Tax Assessor/Finance Comments:
- Abstract – Rate Book Reconciliations
- Review of Certificates of Change
- Interest on Property Taxes Receivable
- Board of Education – Chart of Accounts
- School Readiness and Child Care in Competitive Grants Reporting

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

- MUNIS Financial Management System (FMS) Configuration
- General Ledger Utilization
- Tax Collector/Tax Assessor/Finance Comment:
  - Reconciliation of Taxes Receivable

There were responses attached to the Management Letter from the applicable departments that were discussed at length. There was general concurrence, by the BET Audit Committee to accept the comments both individually and collectively.

In addition, Ms. Rossitto gave brief reports on the contents of the State and Federal Single Audit Reports and the Comprehensive Annual Financial Report and answered all questions.

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

Mr. Ramer moved acceptance of the State Single Audit Report, seconded by Mr. Finger. The report was accepted on a vote of 4 to 0.

Mr. Ramer moved acceptance of the Federal Single Audit Report, seconded by Mr. Campbell. The report was accepted on a vote of 4 to 0.

Mr. Finger moved acceptance of the Comprehensive Financial Report, seconded by Mr. Ramer. The report was accepted on a vote of 4 to 0.

Mr. Campbell moved acceptance of the Management Letter, seconded by Mr. Finger. After a brief discussion on the comment regarding the MUNIS financial application and the Town's inability to convert to a GAAP basis for reporting purposes, the report was accepted on a vote of 4 to 0.

**4. Discussion of topics for future Audit Committee meetings.**

None were discussed.

**5. Adjournment**

Upon a motion by Mr. Finger, seconded by Mr. Campbell, the Committee voted 4 to 0 to adjourn the meeting at 10:04 A.M.

The next Audit Committee meeting is scheduled for January 14, 2010.

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Peter Mynarski, Secretary

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Arthur D. Norton, Chairman

SUBJECT TO APPROVAL