

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES**

Friday, January 24, 2020
Gisborne Conference Room, Town Hall

Present

Committee: William Drake, Chairman; Andreas Duus, Laura Erickson, David Weisbrod

Staff: Peter Mynarski, Comptroller

BET: Karen Fassuliotis, Elizabeth K. Krumeich, Miriam Kreuzer, Michael Mason, Leslie Moriarty, Jeffrey S. Ramer, Leslie Tarkington

The regular meeting was called to order at 8:30 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Mr. Duus, seconded by Mr. Weisbrod, the Committee voted 2-0-2 (Abstained: Drake, Erickson) to accept Minutes of the BET Regular Meeting of the Audit Committee of December 5, 2019. Motion carried.

2. Review of Audit Committee Charter and responsibilities

Comptroller Mynarski provided an overview of the Internal Audit Policy in the Policies and Procedures section of the BET Reference Book. (The word "charter" is not the document's title, because it could be misinterpreted to mean a separate government body.)

Chairman Drake welcomed the Committee to the first meeting of the new term.

Mr. Mynarski commented that the leadership of the Town's cyber security program is an open issue as is the question of sufficiency of funding. The Committee discussed various roles of the Town, Board of Education (BOE), Nathaniel Witherell and Library management, and whether those units' cyber security initiatives should report to the Finance Department through the Risk Manager or to the Office of the First Selectman through the Information Technology Department or Town Administrator Cyber Security will be a frequent item on the Audit Committee's Agenda.

3. Internal Audit

Mr. Mynarski reviewed the steps taken to fill the internal auditor position to date. He advised that the position's job description was being revised by the HR Department and that a copy of the new job description would be circulated to the Committee when it becomes available.

4. Old Business

- **Contracting with Blum Shapiro for Audit Services**
 - **List of audits to be undertaken** – Mr. Mynarski commented that the list of audits had been prioritized at the Audit Committee's Special Meeting in November 2019. The Committee revised the order of proposed audits as follows: 1) School Lunch

Program; 2) Student Activity Fund; 3) Transfer Station Revenues; 4) Skating Rink Revenues; and 5) Marina Fees.

- o **Terms of the Blum Shapiro contract** – The Committee discussed the Blum Shapiro engagement letter containing contract terms for temporary audit services. The members made suggestions. The Committee decided that Mr. Mynarski would forward the suggestions for changes and requests for clarifications to Shapiro and request a revised letter for the Committee's consideration.

5. New Business

- **Audit of Financial Statements of The Nathaniel Witherell (TNW)**

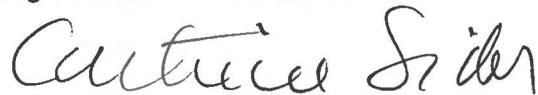
The Committee discussed the need and timing of pursuing an audit of TNW's financial statements. I

6. Items for future BET Audit Committee Meetings

- Cyber Security
- Review of previous list of Internal Audits

7. Adjournment

Upon a motion by Mr. Duus, seconded by Ms. Erickson, the Committee 4-0-0 to adjourn the Meeting at 10:38 A.M. Motion carried.



Catherine Sidor, Recording Secretary



William Drake, Chairman

Schedule of 2020 Audit Committee Meetings

February 18, 2020 (Tuesday) - Gisborne Conference Room, 1st Floor
March 11, 2020 (Wednesday) - Gisborne Conference Room, 1st Floor
April 14, 2020 (Tuesday) - Gisborne Conference Room 1st Floor
May 5, 2020 (Tuesday) - Gisborne Conference Room, 1st Floor
June 4, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
July 9, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
August (no meeting)
September 10, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
October 9, 2020 (Friday) - Gisborne Conference Room, 1st Floor
November 5, 2020 (Thursday) - Gisborne Conference Room 3rd Floor
December 2, 2020 (Wednesday) - Gisborne Conference Room, 1st Floor