

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Wednesday, October 8, 2008

Attending:

Audit Committee: Arthur Norton, Chairman: James Campbell, William Finger, Jeffrey Ramer. BET Members: Steve Walko, BET Chairman, Bob Stone, and Leslie Tarkington. Staff: Finance Department, Peter Mynarski, Chris DeMeo, Kathleen Murphy, and Reinie Lange. BOE Staff: Dr. Betty J. Sternberg, Susan Wallerstein and Tony Byrne. BOE Board Member: Leslie Moriarty, Nancy Weissler. Police Department: Greg Hannigan. Town Attorney: John Wayne Fox.

Meeting was called to order at 8:00 A.M.

The following items were discussed:

1. Approval of Minutes:

Discussion on the newspaper article appearing in The Greenwich Time concerning the reimbursement for the Hamilton Avenue School Project took place.

Motion to approve minutes of the Audit Committee Meeting, July 17, 2008, as corrected and motion to approve minutes of the Audit Committee Meeting, September 11, 2008.

Moved by Mr. Finger, seconded by Mr. Campbell. Approved 4-0

2. Board of Education Facility/Maintenance Updates.

Susan Wallerstein presented to the Committee the current BOE updates in the maintenance of school facilities. She stated that the head custodians now log items into a weekly checklist and/or a maintenance work order system. These checklists are turned into the Facility/Maintenance Department where they are reviewed by Tony Byrne and his staff. Based upon the review, additional work orders may be issued. She indicated that more rigorous procedures are used for modular facilities.

The Committee questioned the use of the checklist by the BOE, and if they were available to the Internal Auditor to examine. The Committee requested that the Internal Auditor examine the checklists maintained in the Facility Department to verify that they are completed and work orders are prepared for noted repair items.

The Committee invited the BOE to the March 2009 meeting for an update on progress in the facility and maintenance areas.

3. Credit Card Charge/Policy- Review and Reimbursement.

Peter Mynarski reported that the Town is accepting credit cards in the following Departments: BOE, DPW, Parking, the Golf Course, and Tax Collector. All Departments except the Tax Collector, which uses an outside service to process credit cards, the Town is absorbing the fees into the cost of the programs. Two departments, Parking and the Golf course, they have been using the credit cards for a period of time and have experienced charges of \$2,700 and \$1,200 a month respectively.

The Internal Auditor reported that he called more than 18 other Towns in Fairfield Country and he found that they are using credit cards for the payment of Parks and Recreation services, golf course and parking. All towns allow credit cards for the payment of taxes, and an outside agency is used. All the Towns are absorbing currently the cost of the credit cards.

Discussion on the issuing of Town purchase/credit cards in which five purchase/credit cards will be obtained and written procedures have been given to the card holders.

Discussion on the Holly Hill credit cards procedures were distributed with the aged list of accounts receivables as of June 30, 2008. Additional follow up in December will be reported to the Committee.

4. Town Gift Policy-Discussion and Review.

John Wayne Fox, Towns attorney, discussed the gift policy that was written by Attorney, John Meerbergen and the concerns of the Committee that some gifts might have financial costs related to the gift. Mr. Fox is continuing to review the current policy and he disclosed that within the law department there is a discussion of the policy. He will review this policy and he will advise the Committee.

5. Internal Auditor's Report.

Reinie Lange, Internal Auditor, reported that he has taken pictures of the boats at the Marinas at the start of overtime storage (July 7, 2008) and on September 29, 2008, so the correct billing can be checked. He also reported that the Local Capital Improvements Program (LoCIP) funds for fiscal year 2007 and 2008 have been received in August. He is now working on the Bridge Reimbursement with Ron Lalli.

6. Risk Manager's Report.

Chris DeMeo, the Risk Manager, advised the Committee on the insurance coverage for BOE students going on outside field trips, and the need to make sure that coverage door to door is in place. He also mentioned that current market conditions could affect insurance companies ability to maintained current rates, and the possibility that fewer insurance companies might exists.

7. Update Blum Shapiro Independent Auditor's Report.

Peter Mynarski reported that Blum Shapiro should complete their fieldwork on Friday October 10, 2008, and he does not expect any problems with having a draft of the BET Audit Committee Minutes

financial statements and management letters to the Committee for the November 13th, 2008 meeting. He will verify with the Legal department that no problems exist, and that confirmations are returned to Blum Shapiro in time. Peter is in contact with Vanessa Rossitto, Blum Shapiro partner

8. Discussion of topics for future BET Audit Committee Meetings.

The Committee will continue to review the State of Connecticut reimbursement for the Hamilton Ave School Project. The Committee will also monitor the BOE Facility/Maintenance program with an update at their March 2009, Audit Committee Meeting.

9. Adjournment.

The next Audit Committee meeting is scheduled for November 13, 2008.

The meeting adjourned at 10:02 AM motion Mr. Campbell, second Mr. Ramer.
Approved 4-0.

Reinhardt Lange, Secretary

SUBJECT TO APPROVAL
Arthur D. Norton, Chairman