

Town of Westport
Audit Committee
Meeting Minutes
January 14, 2020

Members Present: R. Brewer, C. Brown, M. Orlando, K. Raus. Members absent: None.
Guests: M. Raposa, T. Roselli, Auditor (by phone).

1. Call to order – Meeting called to order at 6:00 pm. This meeting was not recorded.
2. Introduction – The town auditor, Tony Roselli of Roselli, Clark & Associates, joined the meeting by telephone. Michelle Raposa, representing the Westport Public Schools, attended.
3. Review of Management Letter Recommendations – The committee continued its review of the *Management Letter Findings Summary* for FY18 (and previous) with particular reference to an item relating to the schools. It was previously noted that Item 17, the need for an Internal Audit function for grants, is under progress with the schools being primarily responsible.

Ms. Raposa gave a report describing the creation of an internal control manual that is approximately 50% completed and will be finished in the near future. This effectively completes the items in the *Management Letter Findings Summary* for the FY18 audit.

4. FY19 Auditor's Report and Management Letter – Since the Audit Committee will be present at the next Board of Selectmen where the Auditor's Report for FY19 will be presented, discussion of that report and the management letter will take place at our next regular meeting.

5. Next Meetings – The Audit Committee will attend the meeting of the Board of Selectmen on January 21 at 6:00 pm. For *Open Meeting Law* compliance purposes, a posting notice will be prepared.

The next regularly-scheduled meeting of the Audit Committee will be Monday, March 9, at 6:00 pm and notice will be posted.

6. Committee Vacancy - The Audit Committee has one vacancy remaining and wishes to continue efforts to find another member.
7. Approval of Minutes – The minutes of November 4, 2019 were approved.
8. Additional Items not anticipated forty-eight (48) hours in advance of this meeting – None
9. Adjournment – Meeting adjourned at 6:30 pm.

Respectfully submitted,
Richard W. Brewer, Secretary

List of Documents:

1. *Management Letter Findings Summary*
2. *Town Auditor's Report – FY19, Draft*