

Town Council Finance Committee
Minutes of the Special Meeting
January 11, 2017

1. **Call to order** – The meeting was called to order at 6:00pm by Matt O’Brien.

Present: Julie Blanchard, Andy Brodersen, Hannah Pietrantonio, Matthew O’Brien.

Also Present: John Elsesser, Town Manager; Beth Bauer, Finance Director; Gerry Paradis, Blum Shapiro; Leslie Zoll, Blum Shapiro; Michael Sobol, Board of Education; Gene Marchand, Board of Education; Mary Kortmann, Board of Education; Dave Petrone, Superintendent of Schools; Robert Carroll, Director of Finance and Operations. Jen Beausoleil, Board of Education arrived at 6:30.

2. **Presentation of Audit, FY 2015/2016** - Matt O’Brien welcomed Gerry Paradis and Leslie Zoll from Blum Shapiro who were here to present the audit. Mr. Paradis reviewed the Federal and State single audits, required for grants above a certain threshold. He reported that there were no findings. He stepped through the CAFR, explaining the format of the report, describing the sections that are prepared by management and not audited, and the sections that are audited. The audit was issued with an unqualified opinion, with no findings.

Questions were asked about the information in statistical table #12, does the enrollment include the pre-school? Robert Carroll said yes. Why did the Board of Education Non-Certified employee count in table #14 increase by 29? Robert Carroll and Dave Petrone did not believe the number to be correct. A question was asked about the Capital Projects schedule and the uncommitted balance on older projects, can they be reassigned? Beth Bauer advised that the balance is not necessarily available cash, but instead this report only shows authorized appropriation. When a project has grant funding, the cash balance may not match the unspent balance. A question was asked about fraud and internal controls. Gerry Paradis explained the risk assessment process that is part of the audit. A question was asked about the audit of the Board of Education, Gerry Paradis explained that yes, the Board of Education is audited and described the Agreed Upon Procedures document which defines the audit process for Boards of Education. A question was asked about the experience of the audit firm here in Coventry at the Board as it compares to other communities. Gerry Paradis said the experience is standard, the reporting is good and the Board has competent staff.

3. **Consideration: recommendation to the Town Council to accept the audit report** – Andy Brodersen moved to recommend to the Town Council to accept the audit report. Hannah Pietrantonio 2nd. All voted in favor.
4. **Adjournment** – Andy Brodersen moved to adjourn at 6:40pm. Hannah Pietrantonio 2nd. All voted in favor.