

INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

DECEMBER 16, 2014

PRESENT William P. Horan, Jr., Chair, Councillors Barbara-Ann Rossi and Esther Clarke

ALSO Marcia Leclerc, Mayor
PRESENT Michael Walsh, Finance Director
Linda Trzetzak, Assistant Finance Director
Joseph Carlson, Treasurer
Paul Mainuli, Business Services, East Hartford Public Schools
Joanne Zatarain, CPA, East Hartford Public Schools
Vanessa Rossitto, BlumShapiro

CALL TO ORDER

Chair Horan called the meeting to order at 12:00 p.m.

APPROVAL OF MINUTES

June 10, 2014 Meeting

MOTION By Esther Clarke
seconded by Barbara Rossi
to **approve** the minutes of the June 10, 2014 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Receive and Accept the Draft of the Comprehensive Annual Financial Report (CAFR) for Fiscal Year ended June 30, 2014

Finance Director Mike Walsh initiated a discussion of the draft of the CAFR for the fiscal year that ended June 30, 2014. Vanessa Rossitto from BlumShapiro provided a detailed explanation of the CAFR process, the GASB requirements, and the CAFR itself. Ms. Rossitto also discussed reports on individual audits, both State and Federal. She also recommended undertaking a Fraud Protection Audit involving Fraud Risk Assessment and the initiation of a fraud tip hotline.

MOTION By Esther Clarke
 seconded by Barbara Rossi
 to **accept** the draft of the Comprehensive Annual Financial Report as
 presented by BlumShapiro, the town's auditors, for fiscal year ending
 June 30, 2014.
 Motion carried 3/0.

OLD BUSINESS

Selection of Department for Internal Audit

The procedure for audits recommended by the Investigation and Audit Committee was discussed. The possibility of a Fraud Risk Assessment was considered but the Committee decided on an efficiency/procedural review of the Development Department.

MOTION By Barbara Rossi
 seconded by Esther Clarke
 to **complete** an efficiency/procedural review of the town's Development
 Department at a cost not to exceed \$10,000.00.
 Motion carried 3/0.

The Finance Director was instructed to obtain quotes for the task from providers, including BlumShapiro, at a cost not to exceed \$10,000.00.

ADJOURNMENT

MOTION By Barbara Rossi
 seconded by Esther Clarke
 to **adjourn** at 1:15 p.m.
 Motion carried 3/0.

C: Town Council
 Mayor Leclerc
 Mike Walsh, Finance Director
 Linda Trzetzak, Assistant Finance Director
 Joseph Carlson, Treasurer
 Paul Mainuli, Business Services, East Hartford Public Schools
 Joanne Zatarain, CPA, East Hartford Public Schools
 Vanessa Rossitto, BlumShapiro