

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Audit Sub-Committee Meeting Minutes**  
**October 23, 2018**

Chairperson Link Diwan called the meeting to order at 7:07 PM. Present were Board members Dick Weingart, Cesar Beltran and Linda Caron.

**2. INTRODUCTION OF SUB-COMMITTEE MEMBERS:**

Members of the Sub-Committee are Chairperson Link Diwan, Dick Weingart, Cesar Beltran and Linda Caron.

**3. REVIEW REQUIREMENTS FOR CREATING AND ISSUING AN AUDIT REQUEST FOR PROPOSAL:**

**a. Review RFP Process:**

The Board was presented with RFP audit proposals from various towns including: Chaplin, East Hartford, Windsor, Ledyard, Windham and Killingworth. The general process for the above towns are similar except the terms of engagement. Chaplin has a contract ending in FY 2019 plus the option for three additional years.

**b. Review current RFP template and Chaplin BOF RFP from 2012:**

The Board reviewed the Chaplin BOF RFP from 2012 and made the following changes for the current RFP:

**Introduction** – change the date to June 30, 2019, correct the GAGO to GAO (Government Auditing Standards), check reference documents to see if current (***Dick Weingart will follow up***)

The timeline for the current RFP is:

- out the 1<sup>st</sup> week in November with deadline for submission December 17<sup>th</sup>
- Audit Sub-Committee will meet on January 10<sup>th</sup> at 5:30pm to create short list
- Results will be presented at regular Board of Finance meeting on January 14<sup>th</sup> and special meeting will be held for presentations in January or February
- Select auditor in March or April
- Appoint auditor at the April 1, 2019 regular Board of Finance meeting

One original and 9 copies need to be submitted

**Page 6** – update population and date (***Dick Weingart will follow up***), remove Animal Control, remove Human Services, check with 1<sup>st</sup> Selectmen to define minimum hours for full-time (***Dick Weingart will follow up***)

**Page 7** - check on Hartford Insurance for actuarial services (***Dick Weingart will follow up***)

**Page 8** – change date to June 30, 2019, auditors must have municipal auditing experience from 3 qualifying towns, remove population

**Page 9** - Reports to be Issued - use reference from Windham and add: Management Discussion and Analysis, add if applicable to report on federal assistance

Dick Weingart reported that there is information on the OPM website on what the audit consists of.

**Page 10** – changes to the schedule of Annual Audit:

- change date for Entrance Conference to July 2019
- field work begins July 2019
- final audit work will be done from July to September 2019
- a draft audit will be issued by November 1, 2019
- remove Exit Conference and add representatives from the Board of Selectmen, Board of Finance and Finance staff will meet to review draft audit by November 15, 2019

- the final audit presentation to the Board of Finance will be held on December 9, 2019 at the their regular meeting

Report Submissions – change all the dates to December 31, 2019

**Appendix A** – change Treasurer to Dianna Fiasconaro, change Tax Collector to Gay St. Louis (860-465-3037), change Administrative Assistant to Sue Gluck and change Financial Consultant to Business Manager David Solan

**Appendix C** – use the Town of Windham for Professional Liabilities

**Schedule D** – add Management Discussion and Analysis

**c. Review methods and venues for RFP publicity:**

Dick Weingart presented some statements of recommendations for audit firms that towns (Ledyard, Windsor, and Killingworth) are using along with copies of Legal Notices. He is a member of the Government Finance Officers of CT and can publish a Legal Notice on their website. Cesar Beltran suggested checking with CCM and COST for any suggestions or recommendations. Link Diwan suggested posting on the town website and reaching out to the firms used by those towns. Cesar Beltran will follow up on distribution.

**d. Review schedule for RFP process:** Covered already

**e. Review other RFP issues:** None

**4. Adjourn:**

***Motion to adjourn (9:52 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.***

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott  
Recording Clerk***