



## BOARD OF FINANCE AUDIT COMMITTEE MEETING MINUTES

Wednesday, February 1, 2012 — 8:30 AM  
Room 209, Brookfield Town Center

# DRAFT

### **Call to Order**

The meeting was called to order at meeting to order at 8:30 am.

Present: Irv Agard, Ron Jaffe, Phil Kurtz

### **Continuation of Discussion of roles and responsibilities of the Audit Committee**

RFP: Samples of RFP's from other towns were distributed, and additional samples have been requested from CCM. The Committee recommends that the BOF plan to create and submit an RFP for Audit Services next year providing time for the town's new Director of Finance to be involved in the process.

Engagement Letter: A sample from another firm and our current Engagement Letter were distributed, and contents discussed. Working on recommendations for updates/edits to this year's Letter will be the Committees next task.

Additional items discussed:

- Creation of an Audit Calendar (draft attached)
- Increased communication between Audit Firm, BOF Audit Committee, BOE, WPCA.
- Desire to meet and discuss draft findings with Audit Firm prior to delivery of final report
- Next meeting date will be set after discussion with new Director of Finance

### **Adjournment**

The meeting was adjourned at 10:05 am.