

Minutes September 8, 2014  
Town of Wayland  
Audit Committee

Date: September 8, 2014

Time: 6:00 pm

Place: Wayland Town Building

Members Present- Chris Cullen, Paul Brennan, Inna Kisseleva and Chris Riley. Gordon Cliff joined the meeting at 6:30 pm.

Also present: Susan Bottan-Wayland School Business Administrator

1. Call to order
  - a. The meeting was called to order at 6:00 pm by Chris Cullen
2. Assign minute taker
  - a. Chris Riley
3. Public comment
  - a. Don Bustin suggested that:
    - i. The Audit Committee's role should be expanded, and,
    - ii. That we should ask other Town Committees as to their expectations for the Audit Committee.
4. Susan Bottan, the Wayland School Business Administrator, was invited to review the status of the 2013 audit items related to the Wayland Schools. Ms. Bottan's actions to date include:
  - i. Met with Audit Committee member Paul Brennan to review the list of audit items to be resolved.
  - ii. Conducted internal financial reviews at four of the five schools. The last school financial review to be completed shortly. The reviews included the school activity accounts.
  - iii. Reviewing and revising guidelines and forms to more closely follow MA Department of Education standards.
  - iv. Future efforts include:
    1. Training.
    2. Appointing a new programs manager to oversee revolving accounts and student activity accounts.
    3. An October 6, 2014 meeting with the School Committee to discuss progress in resolving the 2013 audit items.
5. Vote for Chair of Audit Committee
  - a. A motion was made, seconded and approved to appoint Chris Cullen as the Chair for the next year. Vote: 4-0-1.
6. Annual Report to Board of Selectmen

- a. It was agreed that the Committee would submit a written report to the Board of selectmen detailing steps taken to address the 2013 Management Letter items.
- b. Paul Brennan volunteered to draft the response to the School items and Gordon Cliff offered to do the same for the Town items.
7. Status of RFP for audit services for FY15
  - a. Status is uncertain.
  - b. Chris Cullen will email our BOS liaison, the Town Administrator and the Finance Director to ascertain status.
8. Feedback from BOS re: additional responsibility/duty for Audit Committee
  - a. No feedback received from the Board of Selectmen (BOS). The Board of Selectmen were supposed to review the proposed additional duty tonight or in one of their next meetings.
9. July 21, 2014 draft minutes
  - a. The minutes were moved, seconded and approved after a minor numbering amendment. Vote: 4-0-1
10. Next meeting
  - a. Agenda items:
    - i. Invite Susan Bottan back to discuss her 10/6/14 presentation to the School Committee re: 2013 audit items.
    - ii. Receive an annual audit progress update from Melanson Heath.
    - iii. Review BOS feedback on proposed additional duty.
    - iv. Review and vote the draft of the Audit Committee's 2013 Annual Report to the BOS.
    - v. Update of FY2015 Audit services RFP.
    - vi. Meet with the new Town Administrator to discuss with her the Audit Committee's duties and responsibilities
  - b. Date
    - i. Mid to late October. Specific date to be set by Chair.
11. Meeting adjourned at 7:16 pm

Respectfully submitted,

Chris Riley

Documents

1. FY2013 Management Letter