

Minutes
Town of Wayland Audit Committee

Meeting Date: September 28, 2014

Start Time of Meeting: 7:00 PM

Place of Meeting: Wayland Town Building, Planning Room

AC Members Present – Chris Cullen, Gordon Cliff, Inna Kisseleva

Call to order

The meeting was called to order at 7:00 PM by Chris Cullen

- Assign Minute Taker – Gordon Cliff
- Public Comment – None
- Committee members briefly discussed suggested language on a fifth duty provided to BoS and roles and responsibilities for the meeting. After discussion, AC members agreed we would continue our standard procedure of the Chair acting as primary spokesman with other AC members available to answer questions or contribute comments as they deem appropriate.
- Reconvene at the BoS meeting. For notes of this portion of the AC meeting refer to notes from Board of Selectman meeting of September 29, 2014 item #5.
- Reconvene in original meeting. AC members had a brief discussion. It was agreed that AC members could provide any further input to Chris that he would then forward to the Chair of the BoS positioned as views of an AC member but not necessarily reflecting the views of other AC members.
- Review/amend/approve minutes for 9/8/14 - deferred until the next AC meeting.
- Next meeting
 - Agenda items
 - Discuss feedback received from BoS meeting on proposed language (if any received)
 - Discuss amended language to consider providing to BoS (if any)
 - RFP for independent auditor
 - Update from the School Business Administrator on management letter items
 - Discuss need for support and attendance at AC meetings from Town Administrator and/or Director of Finance
 - Draft financial statements for 2014 (if available)
 - Date – Tentative October 27.

Motion to adjourn – 8:05 approved 3-0.