

Minutes
Town of Wayland
Audit Committee

Date: March 15, 2016
Time: 7:00 pm
Place: Wayland Town Building

Members: Present – Chris Cullen, Paul Brennan, and Carolyn Bargoot. Randall Moore on the phone

1. Call to order
 - a. The meeting was called to order at 7:11 pm by Chris Cullen
2. Assign minute taker
 - a. Carolyn Bargoot
3. Public comment
 - a. None
4. Susan Botta, School Business Administrator, came by to talk about revolving accounts.
 - a. Concerns about revenues exceeding expenses over a period of a few years:
 - i. Susan submitted a copy of the recent management letter stating no findings related to the School department revolving accounts. She noted they were able to satisfy Auditor's concerns.
 - ii. Outlined some of the items they are proactively doing:
 1. Contracted with Attorney James Toomey and worked with the Bureau of Accounts and the Dept of Education to work with us on status on revolving accounts.
 2. Going through Special Town Meeting to request to establish with Chapter 71, 71E
 3. Going through Annual Town Meeting to establish and fund 2 revolving accounts under Chapter 44 section 53
 4. Reviewed all revolving accounts to make sure they are properly accounted for
 5. Voted on fee program based policy in the October town meeting last year
 - a. Type 1: Part of the fee comes in to pay for service and part comes from school budget (e.g. bus transportation). Should break-even each year.
 - b. Type 2: Entirely fee based (e.g. BASE). No more than 10% on funds operating budget on hand at end of year.
 - c. What happens if we have more funding at the end of year? Base decisions on statutory requirements. E.g. BASE balance reallocated to purchase a security system at elementary schools. Fund playgrounds. Base the transfer on an allocation %.
 - d. Also look at possibly changing the fee structure for next year if appropriate.

6. Susan passed along quarterly account report showing balances and walked through some of the details surrounding each account.
 - a. Some of the accounts have balances that have been building up over years – not related to one year alone.
 - b. Possible over the past years there was not a great match between revenue and expense. (e.g. expenses charged elsewhere)
 - c. Hope to track details in MUNIS and not spreadsheets.
 - d. Looking at fee structures to ensure that they make sense with costs. Would refunds be appropriate (e.g. they did for full-day Kindergarten)?
 7. No separate bank account. Separate “project/program number” for tracking. MUNIS not tracking budgets at this level only actuals.
 8. Moving all accounts to MCC – same program used for taxes.
 - b. Management letter comments on documenting procedures on federal grants (receiving, spending, etc.). Draft already completed (current procedures documented and new processes needed are included) and will be sent to Melanson Heath to review and provide comments.
 - i. No findings on PY audit on federal grants – Note this audit does not go through the Audit Committee
 - ii. Have plan to train staff on Uniform Guidance
 - c. Thanked Susan Botan for her time and knowledge
5. Open Meeting Law Guide Discussion: Could not reasonably anticipate this topic ahead of time.
 - a. Topic not considered controversial. All decided that Town Audit Committee has no reason to discuss and also therefore will not issue an opinion on Town-owned Sycamore Rd parcels.
 - b. Ken Isaacson started Wayland Weekly Buzz and he gathers info from weekly town meetings and picks topics and invites people to participate.
 - i. Concerns that sending him bullet points – that the bullets could differ from meeting minutes and cause an issue
 - ii. Too much work?
 - iii. Carolyn Bargoot motioned to not communicate with Ken Isaacson at this time. Paul Brennan seconded. Voted unanimously not to communicate directly with Ken Isaacson related to this topic.
6. No comments on other topics about the audit process and Committee affairs
7. Prior meeting notes
 - a. Paul Brennan motioned that the meeting minutes for Dec 1, 2015 be approved. Carolyn seconded the motion.
 - b. Carolyn Bargoot motioned that the meeting minutes for Dec 9, 2015 be approved. Randall Moore seconded the motion. Paul abstained as he was not present for the meeting.
8. Next meeting time discussed. Did not decide on a meeting date but though May would most likely be a good time to meet.
9. Paul Brennan motioned to adjourn the meeting. Carolyn Bargoot seconded the motion. Meeting adjourned the meeting at 8:05pm