

Longmeadow Audit Committee
Minutes of June 12, 2018 Meeting
Adopted at July 18, 2018 Meeting

Members Present Ernest Welker, Chairman; Pete Landon, Vice-Chair; Katie Petrakis- Clerk, Matt Schoen

Members Absent none

Others Present Paul Pasterczyk, Town Finance Director; MelansonHeath Accountants and Audits representative, Ms.Tanya Campbell, Partner

Meeting called to order by Chairman Welker at 5:32 p.m.

Discussion on FY18 Audit Planning

Ms. Campbell and Mr. Pasterczyk noted that the plan for the audit consisted of the following tentative timeline: July, interim fieldwork; September 15, closing of books; September/October, year end fieldwork; Late November, draft of financial statements, CAFR and Management Letter Comments (“MLCs”) ready for Audit Committee review; Mid to late December, issuance of financial statements and MLCs; December 31, deadline for CAFR submittal. Ms. Campbell and Mr. Pasterczyk will continue to work together as the audit progresses.

Mr. Landon noted that he would like to continue to see the CAFR cleaned up in a way that is useful and reader friendly. Ms. Campbell discussed no material changes in their audit scope and procedures. She noted that the audit team would perform a random department review asked the audit committee’s opinion on their preference. After discussion it was decided to review the Parks and Recreation department to assess risk, specifically cash receipts.

There was discussion if audits of the Human Resources and Information Technology departments would be prudent. This is something the Audit Committee would like to discuss going forward as Ms. Campbell noted this was out of her firm’s scope and capabilities at this point in time.

Mr. Schoen alerted the committee to a new law going into effect called the Equal Pay Act and potential impacts to the town.

Ms. Petrakis asked Ms. Campbell if there were any additional accounting pronouncements the Audit Committee should be aware of besides GASB 75 for FY2018. She noted there were no additional. Ms. Campbell exited meeting at 7:00 p.m.

Investment Report

Mr. Pasterczyk alerted the Audit Committee that per the investment report two banks had a safety rating of yellow with VERIBANC at quarter ending December 31, 2017. These banks were Peoples Bank and UniBank for Savings. Due to the timing of the VERIBANC report, which comes out at the end of May for the quarter ending March 31, 2018, Peoples Bank and UniBank were still reported as yellow. However, according to letters from the banks, it was fully expected for them to be reported as green once the VERIBANC report is issued. Mr. Pasterczyk noted that they are now back to green.

Adoption of proposed minutes of February 28, 2018 meeting

Mr. Welker asked if members had any additional comments on the proposed minutes. There were none. Mr. Welker made a motion to approve; Mr. Landon seconded; a vote was taken; proposed minutes were adopted unanimously.

Next meeting date to be scheduled for a date in July to discuss FY2018 assignments and committee roles. The meeting was adjourned at 7:10 p.m.

Respectfully Submitted,
Katie Petrakis
Clerk/Secretary