

Audit Committee Meeting
Tuesday November 13, 2018

Pam Dukeman, Finance Director	Marie O’Leary, Town Accountant
Fred Steeves	Michael Pappetti
Kathy Foley, Assistant Treasurer	

Also Attending: Renee Davis, Partner and Kathryn Hickey, Manager from Powers and Sullivan, and Donna McClellan, IT Director, Town of Westwood

Presentation on Town’s IT security

Donna McClellan, IT Director, presented a review of security protections the Town has in place, by area. Some key issues highlighted include: limiting administrative rights, the successful use of periodic test emails, and information received from MS ISAC, which is an organization for state agencies which provides cyber security alerts. She also reviewed the software and hardware in place for security.

A key financial issue for the IT department is how to budget for threats that do not exist yet. In order to address this, they assume an additional level of cost each year to cover unknowns, and are constantly continuing their education to keep up with any possible threats.

The Town has pulled out the cost of IT technology and moved this to the shared costs portion of the budget, separate from the salary and departmental expenses for the IT department itself. This line item includes maintenance and support expenses.

Audit Update

Renee Davis from Powers and Sullivan reviewed the draft CAFR report. The pension numbers had just been received and incorporated. The only remaining open items were legal confirmations that were due back.

This year’s audit incorporated all the new requirements from last year as well as the new GASB number 75 regarding treatment of pension liability.

There will be no management letter this year, as there were no significant findings and all prior year comments had been cleared, and there were no findings on the single audit.

Renee reviewed the CAFR draft in detail.

Once the CAFR has been through the final Powers and Sullivan internal review the final version will be sent to the Town.

The Town is still waiting on draft results of the school's student activity audit. Renee from Powers and Sullivan indicated she had a draft ready and will send out tomorrow.

The Audit Committee then met with the auditors without Town staff present.

Next Steps

The audit committee will present the audit results to the Board of Selectmen at a future meeting. The CAFR report will be submitted to GFOA for the certificate program and distributed by the Town to the appropriate departments.

The Town is awaiting a draft student activity audit to review initial findings and recommendations.