

**TOWN OF EASTON**  
**BOARD OF FINANCE - MINUTES**  
**REGULAR MEETING – February 4, 2014 – 7:30 P.M.**

Present: Chris Griffin-Chair, C. Lee Hanson, Fred Knopf-Clerk, Andy Kachele, Matt Gachi, Art Laske, Elise Nappi.

Absent: Paul Lindoerfer.

Also present: Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller.

Chris Griffin called the meeting to order at 7:31 p.m.

1. Andy Kachele moved and Chris Griffin seconded a motion to accept the January 7, 2014 meeting minutes as presented. Motion carried unanimously.

2. Andy Kachele moved and Art Laske seconded a motion to revisit agenda item #2 that was previously tabled. Motion carried unanimously.

Andy Kachele moved and Fred Knopf seconded a motion to accept the revised December 2, 2013 Management Letter. Motion carried unanimously. Copy of letter is attached and made part of these minutes.

3. The HRAC recommendations were reviewed. No decisions were made, at this time, as the Board will revisit this issue at the end of the budget process. The Board will also revisit and consider the recognition of hours for the First Selectman during the budget process. Currently there are no benefits associated with the position due to the new rules in place, but this may be considered again during the upcoming budget process.

4. In order to keep informed, the suggestion was to add the Board of Finance members to the distribution list of the agenda and minutes.

5. Andy Kachele moved and Chris Griffin seconded a motion to join Redding and Region 9 for bidding audit services. Motion carried unanimously. Andy Kachele and Chris Griffin will be on the Audit Finding Committee.

6. Lee Hanson moved and Fred Knopf seconded a motion to add an agenda item to review the quotes received for the 2013 Annual Report. Motion carried unanimously.

Fred Knopf moved and Andy Kachele seconded a motion to accept the quote from Executive for Option C in the amount of \$1,800. Motion carried unanimously.

7. Andy Kachele moved and Art Laske seconded a motion to add an agenda item to transfer funds from Contingency to the Town Clerk salary line to cover payouts for vacation and sick time. Motion carried unanimously.

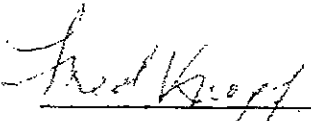

Fred Knopf moved and Andy Kachele seconded a motion to transfer the amount of \$22,061 from Contingency to the Town Clerk wage budget line 01101000-5128. Motion carried unanimously.

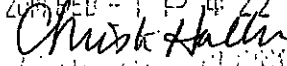
INSR 52014000233  
CHRISTINE HALLORAN TOWN CLERK EASTON CT  
REC'D 10/08/2014 11:41:14 AM

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Lee Hanson moved and Art Laske seconded a motion to adjourn at 9:05 p.m. Motion carried unanimously.

Respectively submitted by

  
Fred Knopf - Clerk 

2014 FEB - 7 P 16:22  
  
CLERK OF THE BOARD

## BlumShapiro

Accounting | Tax | Business Consulting

To the Board of Finance  
Town of Easton, Connecticut

In planning and performing our audit of the financial statements of the Town of Easton, Connecticut (the Town) as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

We noted the following matters involving the internal control over financial reporting and its operation that we offer as constructive suggestions for your consideration as part of the ongoing process of modifying and improving accounting controls and administrative practices.

### Library Fund

Our audit indicated that the Library Fund activity is not recorded on the Town's general ledger. Once each year, bank statements and other supporting documentation are sent to the Town's Comptroller who then prepares a trial balance for reporting purposes. This information is often not received in a timely manner. The Comptroller is presently working with the Library Treasurer to develop policies and procedures to improve this process.

We recommend that the Library Treasurer send monthly reports and bank reconciliations to the Comptroller. This activity should be posted to the general ledger on a monthly basis, and any discrepancies should be promptly investigated and reconciled.

### Pension Fund

General ledger control has not been established over the Pension Fund. Currently, the activity of the fund is summarized by the Comptroller for audit purposes. Additionally, the Town was unable to separate investment expenses as the investment manager did not provide the information to the Town.

We recommend that the Town record the Pension Fund activity in the general ledger on a regular basis and that detailed investment expense information be requested from the investment manager.

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**Town Data not Stored on the Town's Network**

We noted that certain town clerk data is currently stored on the Senior Center Network. During the course of our audit, we were unable to document or test the security protocols in place to protect and secure the data including inappropriate access, data backup, virus, and disaster recovery protection.

We recommend ensuring that all town data, public and private, is stored to ensure that it is appropriately secured and accessed with consistent protocols and procedures, as well as backed up as part of the Town's disaster recovery procedures.

This letter should be read in conjunction with our report on internal control over financial reporting and on compliance based on an audit of financial statements performed in accordance with *Government Auditing Standards* dated December 2, 2013.

This communication is intended solely for the information and use of management, the Board of Finance, the Board of Education, others within the Town, federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

West Hartford, Connecticut  
December 2, 2013

2014 FEB 22  
*Christina Blum*

*on calendar 2/10 @ 9:35*