

TOWN OF BELMONT

PERMANENT AUDIT COMMITTEE

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BELMONT, MA

Minutes: Wednesday, September 11, 2019, Town Hall Conference Room #4, 9:00AM
Present: Member Frank Caruso, Robert Forrester, Glenn Logan, Robert Keefe, ex-officio
member Roy Epstein, ex-officio member Chitra Subramanian
Absent: ex-officio member Floyd Carman
Other: Town's External Auditor: Craig Peacock from Powers and Sullivan

Robert Keefe called the meeting to order at 9:00AM.

Craig Peacock discussed the audit plan and current status as described below.

Preliminary Work

- Thom and Craig spent the week of May 28th and June 3rd in the field
- GOALS & Accomplishments
 - Planning
 - System documentation
 - Risk Assessment
 - Quality control planning documentation
 - Generate audit programs
 - Roll forward workpapers and reports
 - Confirmations - debt, legal, CH90
 - Read minutes
 - Follow up on Prior Year Management Comments
 - Audit Debt, Accrued Interest, Journal Entry Testing, Transaction Testing (revenue, expenditure, journal entry and payroll)
 - Tie out initial General Fund Budget
 - Performed Single Audit – Special Ed Cluster
 - Performed preliminary analytics
 - Perform new OPEB testing GASB 75
 - Second week worked with the System to perform testing and audit their balance sheet

PHASE 2

- Starting October 15, 2019. Plan two weeks to complete field work.
- Team = Fieldwork Craig Peacock, Thom Couto and Elizabeth Stevens
- Essentially same schedule as Prior Year.
- GOALS
 - Clean up Prelim open items.
 - Review the Balance Sheet
 - Cash
 - Receivables
 - Fixed assets
 - Warrants payable
 - Significant accruals (compensated absences, OPEB)
 - Review legal responses
 - Finish reading minutes
 - Draft financial statements and notes

- Draft single audit report
- Draft management letter
- DELIVERABLES
 - Drafts – available December/January
 - Tentative Exit conference – Wednesday January 15, 2020

The PAC Committee questions were:

- Timeliness of pension and OPEB valuations.
- Timeliness of Belmont Retirement Board audit information.
- Any significant changes in audit staff, systems and processes.

Craig followed up that the Belmont Retirement Board audit would be available by 10/31/19. The same audit team for Powers and Sullivan from May preliminary work is performing the October field work.

Other:

- ❖ Robert Keefe was unanimously elected Chairman of the Permanent Audit Committee.
- ❖ Review of FY2020 PAC schedule.
- ❖ Phase 2 of the audit fieldwork has been scheduled for October 15, 2019 which is about two weeks earlier than previous years.

The meeting was adjourned at 9:45AM.

Respectfully submitted,

Chitra V. Subramanian