

**TOWN OF BELMONT
PERMANENT AUDIT COMMITTEE**

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BELMONT, MA.

Oct 7 8 47 AM '13

Minutes: Wednesday, September 11, 2013, Town Hall Conference Room #1, 9:00AM
Present: Member Ernest E. Fay, James Finn, Robert Keefe, ex-officio member Floyd Carman and ex-officio member Chitra Subramanian
Other: Town's External Auditors: Richard Sullivan and Craig Peacock from Powers and Sullivan
Absent: Frank Caruso, ex-officio Mark Paolilo

Chairman Fay called the meeting to order at 9:00AM.

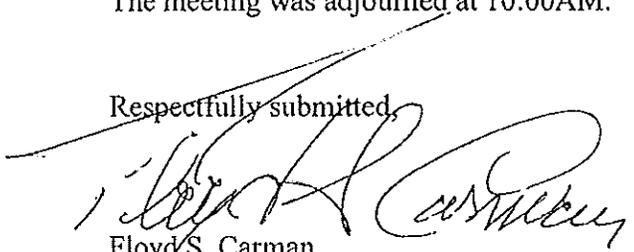
Prelim Work

- Liz, Jake and Craig spent the week of May 20th (FY2011 it was May 29th) 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 PY management comments
 - Audit debt, Accrued Interest, Journal Entry Testing, Transaction Testing (revenue, expenditure, journal entry and payroll)
 - Performed single audit – Special Ed Cluster approx. \$635 k spent as of phase 1, total federal exp \$1.2 as of phase 1
 - Retirement System – Drafts issued 7/23/13, finals issued 9/5/13
 - Performed preliminary analytics
- Starting November 4 (PY 10/26/12). Plan two weeks to complete field work.
- Team = Fieldwork Craig Peacock, Liz Montes and Jacob DeCelle
- Essentially same schedule as PY, scheduled a week later than PY's. This will be Craig and Liz's fifth year and Jake's second year on the audit.
- GOALS
 - Clean up Prelim open items.
 - Walk down the balance sheet
 - Cash
 - Receivables
 - Fixed assets
 - Warrants payable
 - Significant accruals (compensated absences, OPEB)
 - Audit Budget
 - Incorporate Electric Light Financial Statements
 - Review legal responses
 - Finish reading minutes
 - Draft financial statements and notes
 - Draft single audit report
 - Draft management letter

- DELIVERABLES
 - Draft the week of November 18th or 25th
 - Exit conference -- Wednesday December 11th
- NEW MATTERS
 - No significant changes for the FY13 audit
 - Just GASB 63 which changes the Statement of Net Assets to the Statement of Net Position

The meeting was adjourned at 10:00AM.

Respectfully submitted,



Floyd S. Carman