

TOWN OF WINCHENDON, MA
MINUTES: Audit Committee Meeting
Thursday, November 8, 2018 at 6:30 PM

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WINCHENDON TOWN CLERK

Meeting was called to order at 6:30 with the pledge of allegiance.

Attendees: Roger Doucet (Community), Moe Ward, Chair (Fin Com), Dawn Fronte, Vice Chair (School Committee); Mike Barbaro (Selectman); **Absent:** Chris Casavant (Community)

Invited Guest: Tony Roselli of Roselli and Clark Accounting Firm

New Business: Mr. Roselli update on Management letter which included department audits.

Another very good profitable year, dept will be paid by 3/1/19. All moving forward with a conservative approach and change in financial practices and written rules. Checks and balances in place to maintain the success.

- Treasurer should look into accounts with higher interest rates or short term CD's
- Abatement info should be sent to both Collector and Accountant for review.
- Compensated absences caught up and will maintain Qtrly with School & Town Acct.
- School grant reconciliation still a finding. School is working with Abrams group to complete FY17 & FY18 once submitted will work on further past years. Rich and Joan advised office staff now pulling documents and have attended Federal Grant training to put procedures into place. Working on monthly reconciliation with Town office. Mike B asked if old chart of accounts has been totally cleaned up, advised by Rich that Abrams has build an excel bridge as workaround.
- Community Dev Block Grant - DHCD audit found mismanaged by MRPC. Since finding MRPC has been replaced with Breezeway which works out of Town office 2x per month.
- School Lunch program had a good financial year in 18 with good controls. Each school should purchase a safe or the policy should be amended. Turnover form now prepared by Treasurer should be prepared by food service. Chartwell bill should be audited by business office Qtrly.
- Town Clerk awesome job with controls and procedures. Largest revenue is dog licenses. Suggested securities with locking door and window have already been corrected. Most departments are now doing checks and balances with town accountant.

Old Business: School department updated given during Management letter discussion.

Approval of 5/30/18 Minutes: Mike B. motioned to approve. Roger D 2nd. Vote 4 - aye.

Public comments: None

Committee comments:

Future agenda:

Next meeting: Joint meeting Tentative for 12/10/18 @ 7 pm

MOTION by Mike B. to adjourn at 7:55 pm. Seconded by Dawn F. Vote 4 - aye

Minutes approved September 16, 2019 3-0-1