

MINUTES: TOWN OF WINCHENDON, MA
AUDIT COMMITTEE MEETING APPROVED 2/221/2018
Wednesday, November 1, 2017 at 6:30 PM

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)

Public:

Invited Guest: Tony Roselli of Roselli and Clark Accounting Firm; Chief David Walsh, WPD., School Business Manager Rich Ikonen, Town Business Administrator Bill Schlosstein,

Mgmt. Letter, by Tony Roselli

Lingering items: Munis system and work arounds. Working now waiting on upgrade to bring it in slowly.

Compensated absences: Both Town and School entered much better reconciliation and reported timely.

Police, by Chief Walsh:

a. Details administrator will reconcile activity to MUNIS general ledger on a monthly or quarterly basis.

b. 3 delinquent accounts have been brought up to date

c. Warrant has been issued for Town Meeting for a one-time \$20,000 appropriated to the detail account to keep it from being in deficit. This will also assist with DOR certification of Free Cash.

d. A formal 'Detail Invoice Payment Policy' has been created. This policy will ensure that all vendors/contractors/establishments are treated fair and equally. This policy would be approved by the Board of Selectmen.

f. When using police officers from neighboring town, we are now reimbursing the neighboring community through a vendor warrant process rather than establishing these officers as part-time Winchendon employees.

School, BM Rich Ikonen

Grant Reconciliation Process: Overseer in place to reconcile weekly. MW requested to get reports regularly.

- i) Timely filing of Financial Reports: Title 1 grant filed, end of year requested/granted a 2 week extension.
- ii) Time & Effort Records: These records are now kept in the business office and are reconciled monthly.
- iii) Publication of School Progress: Mr. Haddad and Mr. Ikonen will update the Audit Committee Feb. 2018.
- iv) Student Activities: These accounts were audited by Mr. Roselli June/July 2017. An update will be provided to the Audit Committee Feb. 2018 on how the system is working. Training taken well in Sept. Each building will enter reports monthly and report back to School Committee yearly.

Town, BA Bill Schlosstein

- i) MUNIS still working on upgrades – documenting what is and what is not needed before rushing into purchasing and configuring a newer system. Currently version 9, Munis now at 12 and support is still available.
- ii) Comfortable in getting things done on time. Closed a month earlier than last year. People are communicating and confident with processes to bring things forward.
- iii) All Town positions within the office now have direct back up and cross training.

Mgmt. Letter, by Tony Roselli – continued - Items of attention from audit

Deficit loan payment of 1.1 mil estimated payoff 2019. 10 Year note paid in 4
Pg. 13 funds building up nicely – as past were negative.
Pg. 17 Transfer station negative should take a look, user base has gone down.
Pg. 56 Revenues higher than expected, budget held good

Great things with working together. Audit comm. getting advance notice so questions can be brought to BOS upon initial presentation.

Committee comments:

Mike Barbaro – very pleased at the turn around due to hard work coming together for a smooth transition to keep moving forward. Proactive Grant writing is getting the Town some great things.

Moe Ward – All the Town departments pulled together and has been great

Roger Doucet – Still seems like the budget is increasing 1 mil/year over entire town. Response from Tony & Bill include costs continue to rise on a yearly basis.

Future agenda:

Fire Chief Tom Smith will attend spring meeting of the Audit Committee to update us on progress made.

Moe Ward read Nov. 1, 2017 resignation letter from Ulysse Maillet, and Thanked Ulysse for his service.

MOTION by M. Barbaro to accept resignation of Ulysse Maillet. Seconded by D. Fronte.

Vote: 4 – 0

MOTION by M. Barbaro to accept the minutes of Aug. 22, 2017 as presented. Seconded by D. Fronte

Vote: 4- 0

No public Comment.

New Meeting Date tentative Feb. 2018

MOTION by M. Barbaro to adjourn at 7:25 pm. Seconded by D. Fronte.

Vote: 4 - 0