

**DAVID R. MARTIN
MAYOR**



BOARD OF FINANCE
RICHARD FREEDMAN
CHAIRMAN
MARY LOU T. RINALDI
VICE CHAIR
SAL GABRIELE
DUDLEY N. WILLIAMS
DAVID KOORIS
KIERAN M. RYAN

BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
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STAMFORD, CONNECTICUT 06904-2152

REPORT OF AUDIT COMMITTEE MEETING OF THE BOARD OF FINANCE

December 14, 2017

ATTENDEES: COMMITTEE CHAIR RICHARD FREEDMAN; BOARD OF FINANCE MEMBERS MARY LOU RINALDI AND DUDLEY WILLIAMS; COMMITTEE MEMBER SAL GABRIELE WAS NOT PRESENT. ALSO IN ATTENDANCE WERE: CITY OF STAMFORD INTERNAL AUDITOR TERESA VISCARIELLO, CONTROLLER DAVID YANIK, AND DIRECTOR OF THE OFFICE OF POLICY AND MANAGEMENT, JAY FOUNTAIN.

Presentation of draft report on Annual Internal Audit Plan/Risk Assessment Report 2017-18 Internal Auditor Teresa Viscariello: Chairman Freedman opened the meeting at 6:03 p.m. citing its purpose as noted and turned the presentation over to Internal Auditor Viscariello. Ms. Viscariello reported on six (6) recommendations, which were ranked in order of importance:

Annual Internal Audit Plan/Risk Assessment: 2017-2018

Ms. Viscariello described the methodology for scoring the Audit Plan/Risk Assessment for 2017-2018, which is shown in Exhibits A, B and C. Please refer to the video for a description. She with the first six proposed internal audit projects, which start on Exhibit A:

1. Grants Receivable Funded (Fund 10) Capital Projects Processes;
2. Operating Revenue and Expense Grants (Fund 24);
3. City's Human Resources – Transition of institutional knowledge and training delays to replace City employees in key roles processes (new);
4. City's Police and Fire Timekeeping and Attendance Processes and Approval;
5. Board of Education Human Resources – Review of Extra Service Payroll Vouchers Approval Process; and
6. City's Credit Card Online Payment Processing – Building Permits.

Continued...

Ms. Viscariello answered questions posed by the Board. Chairman Freedman spoke of Item 5 and suggested she consider doing a similar audit relating to how custodial overtime is generated in the schools, how it is approved, etc. Ms. Viscariello will place this item in the top 6 on her list. Mr. Freedman also asked if we can be certain all pension payments are being paid to the correct recipients; for example, are the proper people being paid and are they being paid the proper amount? This concern will be given a high priority and looked into.

Mr. Freedman asked if there were any further questions and, there being none, he called for a motion to adjourn. Mr. Williams made the motion to adjourn and it was seconded by Ms. Rinaldi at 6:20 p.m.

[This meeting is on video.](#)

The Audit Committee of the Board of Finance conducted a meeting for the above-stated purpose at:
Stamford Government Center: Board of Finance Meeting Room, 4th Floor, 888 Washington Boulevard on

Thursday, December 14, 2017 at 6:00 p.m.

Richard Freedman, Audit Committee Chair

Sal Gabriele, Member

cc: Mayor David Martin
Michael Handler, Director of Administration
Kathryn Emmett, Director of Legal Affairs
Ernie Orgera, Director of Operations
Jay Fountain, Director of OPM
Lee Berta, Assistant Director of OPM

David Yanik, Controller
Karen Vitale, Assistant Controller
Lou Casolo, City Engineer
Erik Larson, City Purchasing Agent
Lyda Ruijter, City and Town Clerk
Matthew Quinones, President, Board of Representatives