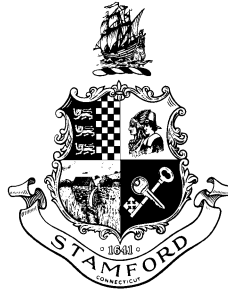


**DAVID R. MARTIN
MAYOR**



BOARD OF FINANCE
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MARY LOU T. RINALDI
VICE CHAIR
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BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

AUDIT COMMITTEE MEETING OF THE BOARD OF FINANCE

Thursday, November 8, 2018

6:30 p.m.

MINUTES

ATTENDEES: COMMITTEE CHAIR DAVID KOORIS, BOARD OF FINANCE CHAIR RICHARD FREEDMAN, VICE CHAIR MARY LOU RINALDI, AND MEMBER SALVATORE GABRIELE (arrived at 6:44 p.m.) ALSO IN ATTENDANCE WERE CITY OF STAMFORD CONTROLLER DAVID YANIK, INTERNAL AUDITOR TERESA VISCARIELLO AND CUSTOMER SERVICES SUPERVISOR FRANK FEDELI.

Chair David Kooris opened the meeting at 6:36 p.m. stating there were two items on the agenda. He then introduced Internal Auditor Teresa Viscariello who presented the first item:

1. Update – Marina Fraud – Teresa Viscariello, Internal Auditor (*Video: 00:00:23*)

This is the second status update Ms. Viscariello has provided on the City's Special Revenue Marina Fund #28 (F2014-2018 audit). She said she would like to provide the Board with a status update on Fund #28, however said it is premature for her to reach any specific conclusions or to make recommendations until both her field work and "draft" report are completed. She categorized the scope of audit work into three (3) areas:

Work Completed:

Employee Use of P-Cards

- a. Obtained guidelines for P-Card usage and restrictions - *completed*
- b. Compiled/summarized Marina Supervisor's charges – *there were none found*
- c. Selected samples for review and testing – *none found*

Use of "Drawdown" Purchase Orders

- a. Reviewed Purchasing Ordinances pertaining to use of 'drawdown' POs – *completed, none found*
- b. Reviewed Purchasing Department procedures and guidelines - *completed*
- c. Selected sample Marina Fund 'drawdown' POs, tested and traced to appropriate system submissions, acceptance, and approvals - *completed*
- d. Based on preliminary test results, internal audit performed additional testing of certain vendor POs – *there were additional misappropriations beyond those originally reported*

Work in Progress/Ongoing:

- a. Review of City of Stamford Municipal Code and Classified Civil Service Rule – *in progress*
- b. Job application submitted by former Marina Supervisor – *completed*
- c. Candidate screening, interviews, and ranking process – *in progress*
- d. Records of document retention policy – *in progress*

Work Not Completed:

- a. Draft Internal Audit review of procedures and policies of City's Special Revenue Marina Fund F2014-2018 with recommendations and management responses – *at this stage in her audit, Ms. Viscariello expects to have the report completed within 30 to 60 days*

2. Parking Operations Assessment – Frank Fedeli, Customer Services Supervisor (Video: 00:04:11)

Mr. Fedeli thanked the Board for the opportunity to address some issues in areas for which he is personally responsible and which were brought up at the September 13, 2018 meeting of the Audit Committee. He first brought up the issue of voided tickets picked up by the recent Parking Operations Assessment and gave some background on the department's procedures for handling voided tickets. Chair Freedman asked that Mr. Fedeli provide the Board with copies of written policies and procedures that are being followed by the department and criteria for voiding tickets.

The topic of reconciliation procedures was also brought up and Mr. Freedman requested information on the department's daily reconciliation process to assure funds are tallied correctly. Mr. Fedeli will provide copies of department policies and procedures as requested.

Please refer to the audio/visual recording (below) for actual coverage of the discussions.

Mr. Kooris asked if there were any further questions and, there being none, he adjourned the committee meeting at 7:04 p.m.

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
Stamford, Connecticut

Thursday, November 8, 2018 at 6:30 p.m.

[This meeting is on video.](#)