

**ASHFORD BOARD OF FINANCE
SPECIAL MEETING
November 19, 2015**

Members Present: Cathryn Silver-Smith (Chairperson), Judy Austin, Chuck Funk, Merrill Simpson, Angie De Santo (alt), Mike Zambo (First Selectman, Ex-Officio)

Guests:

Ashford BOE: Kimberley Rourke (Vice-Chair)

Ashford School: Don Neel (Business Manager)

Finance Department: Cheryl Baker (Treasurer)

Tax Department: Linda Gagne (Tax Collector)

Mahoney, Sabol & Company, LLP: Michael VanDeventer (CPA, Partner), Lauren Blair (CPA, Senior Associate)

1. **Call to Order:** Chairperson Cathryn Silver-Smith called the Regular Meeting of the Ashford Board of Finance to order at 7:02 p.m.
2. **Seating of Alternates:** Ms. DeSanto was seated for Mr. Pfalzgraf.
3. **Election of Officers:**
Ms. Silver-Smith welcomed Angie De Santo to the Board.

Ms. Silver-Smith opened the floor for nominations for Board of Finance Chairperson.

MR. FUNK NOMINATED AND MS. AUSTIN SECONDED THE NOMINATION FOR CATHRYN SILVER-SMITH. AS THERE WERE NO OTHER NOMINATIONS, THE CHAIR CAST 1 VOTE FOR MS. SILVER-SMITH AND THE NOMINATION CARRIED.

Ms. Silver-Smith opened the floor for nominations for Board of Finance Secretary.

MS. DE SANTO NOMINATED AND MR. FUNK SECONDED THE NOMINATION FOR SUSAN EASTWOOD. AS THERE WERE NO OTHER NOMINATIONS, THE CHAIR CAST 1 VOTE FOR MS. EASTWOOD AND THE NOMINATION CARRIED.

4. **Approve Minutes of Regular Meeting of October 8, 2015:**
MR. FUNK MOVED AND MS. AUSTIN SECONDED A MOTION TO ACCEPT THE MINUTES OF THE OCTOBER 8, 2015 BOF REGULAR MEETING WITH THE FOLLOWING CORRECTIONS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY, EXCEPT MS. DE SANTO WHO ABSTAINED.
 - Correct the spelling of Kimberley Roarke's name throughout
 - Under Item 6a, correct the spelling of Kara Fishman's name

5. **Communications:** None.

6. **New Business:**

a. Presentation of FYE 2015 Final Audit Draft - Mahoney, Sabol & Company, LLP

Mr. VanDeventer presented the audit results and provided clarifications to the Board. Highlights included:

- Unmodified "clean" opinion with no significant deficiencies or material weaknesses
- Combined ending fund balances as of June 30, 2015 totaled \$4.6M, an increase of \$133K from the prior year
- Unassigned Fund balance of the General Fund represented 11.1% of total General Fund expenditures, which is sufficient to cover 1.3 months of General Fund operating expenses
- Actual change in fund balance was a decrease of \$291,526
- Revenues were \$160,720 more than budgeted
- Expenditures were \$110,432 less than budgeted
- Recommendations:
 - Town and Board of Education:
 - Implement fraud risk assessment process
 - Implement credit card policy

- Town:
 - Implement segregation of duties in the Town Finance department
- Board of Education:
 - Evaluate/replace current accounting system
 - Implement information additional technology controls

Corrective action plans from for the Recommendations above need to be submitted to the Board of Finance for review.

- The following Recommendations from the FYE 2014 audit were satisfactorily completed:

- Board of Education:
 - Purchasing policies and procedures
 - Processing of purchase orders
 - Student activity funds – timeliness of deposits
 - Control over capital-type items
 - Disposal of fully depreciated capital assets

Ms. Silver-Smith extended her compliments to the Board of Education for resolving these items.

Copies of the final audit report should be available for the Board’s December meeting.

b. Ashford Financial Policies & Procedures Manual – Status Update

Testing is continuing. A draft of the recommendations is expected in early-mid January.

c. Selectman’s Update:

- The Ashford BOS received and accepted an offer made by Bleckley County Georgia Volunteer Fire Department to purchase our 1973 Mack fire truck for \$5,000
- The Town received and offer from Atlantic Retail Properties for town owned property located at 13 Pompey Road for \$150,000. This offer was reviewed by PZC and returned to the BOS to bring forward to town meeting
- We have entered into a plumbing retrofit program agreement offered by Connecticut Water Co. that will replace older plumbing fixtures at Knowlton Hall, Public Works and the Ashford Senior Center at no cost to the town
- Ashford’s share of the Municipal Grants-in-aid money for town road improvement and maintenance has been accepted (\$3,852)
- Ashford Public Works has purchased a 2000 F-350 which includes a plow. The \$9,900 purchase price came from monies not spent on the fire truck retrofit capital project and eliminates the proposed Small Dump Truck replacement capital expenditure in fiscal year 2016-2017 (\$100K)

d. Fill BOF Alternate Position (resulting from J. Austin election to Board Member):

The Board is seeking candidates to fill this position.

e. FY 2016-2017 Annual Budget Planning

The Board reviewed and updated the Budget Calendar. A 3-Board budget discussion needs to be planned.

f. FY 2016 Regular BOF Meeting Calendar:

The Board reviewed and updated the Meeting Calendar.

7. Review of 2015-2016 Expense and Revenue Reports:

No significant issues noted.

8. Committee Reportss:

a. Annual Report:

Work continues. Ms Silver-Smith hopes to have it ready for the December meeting.

9. Agenda Items for Next Meeting:

- FY 2016-217 Budget Planning
- Annual Report
- Filing of BOF position

10. Remarks for the Good of the Board:

Board members thanked Ms. Austin and Ms. DiSanto for taking on their new roles on the Board.

11. Adjournment:

MR. FUNK MOVED AND MS. AUSTIN SECONDED A MOTION TO ADJOURN. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

The Ashford Board of Finance Special Meeting adjourned at 9:28 p.m.

Respectfully submitted,
Cathryn Silver-Smith (for BOF Clerk)

Attachments:

FY 2016-2017 Annual Budget Calendar
FY 2016 Board of Finance Regular Meeting Calendar