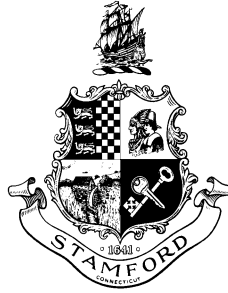


**DAVID R. MARTIN  
MAYOR**



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

STAMFORD GOVERNMENT CENTER  
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STAMFORD, CONNECTICUT 06904-2152

November 17, 2017

### **REPORT OF AUDIT COMMITTEE MEETING OF THE BOARD OF FINANCE HELD ON NOVEMBER 14, 2017**

**ATTENDEES:** COMMITTEE CHAIR RICHARD FREEDMAN, VICE CHAIR MARY LOU RINALDI, COMMITTEE MEMBER SAL GABRIELE (arrived at 6:10 p.m.), BOARD OF FINANCE MEMBERS DUDLEY WILLIAMS (arrived at 6:10 p.m.), AND SHELLEY MICHELSON. ALSO IN ATTENDANCE WERE CONTROLLER DAVID YANIK, INTERNAL AUDITOR TERESA VISCARIELLO, SUPERINTENDENT OF SCHOOLS EARL KIM, DIRECTOR OF FINANCE HUGH MURPHY AND CONSTRUCTION PROJECTS MANAGER RICHARD LYONS.

Chairman Freedman opened the meeting at 6:08 p.m. citing its purpose to hear two (2) reports by Internal Auditor Teresa Viscariello as follows:

1. Internal Audit Review of School Building Use Fund Revenue Process (FY 2014-2016); and
2. Internal Audit Review of City/BOE Credit Card Processors 2017

#### School Building Use Fund Revenue Process Report (FY 2014-2016)

Ms. Viscariello provided an overview and background of the School Building Use Fund and highlighted four (4) areas she wished to address. She provided her findings, recommendations and noted responses received on the following four areas:

- a. Completeness of recorded revenues due to missing permits issued/approved;
- b. Support documents on custodial overtime hours;
- c. Unapplied cash not posted on a timely basis; and
- d. Uncollected accounts receivable.

#### City/BOE Credit Card Processors Report 2017

Ms. Viscariello also discussed her findings on this topic and provided recommendations to all departments currently using or considering credit card processors.

Messrs. Yanik, Kim, Murphy and Lyons were present to answer any questions members of the Board of Finance had.

The meeting was adjourned at 6:37 p.m. on a motion by Mr. Gabriele, seconded by Ms. Rinaldi and was passed unanimously.

**[This meeting is on video.](#)**

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Richard Freedman, Audit Committee Chair

Sal Gabriele, Member

cc: Mayor David Martin  
Michael Handler, Director of Administration  
Kathryn Emmett, Director of Legal Affairs  
Lou Casolo, City Engineer  
Randall Skigen, President, Board of Representatives  
Jay Fountain, Director of OPM

David Yanik, Controller  
Ernie Orgera, Director of Operations  
Karen Vitali, Assistant Controller  
Erik Larson, City Purchasing Agent  
Donna Loglisci, City and Town Clerk

DRAFT