



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Additional Audit Agreed-Upon Procedures
2. **Date of submission:** September 6, 2013
3. **Date of Board Meeting:** September 9, 2013
4. **Individual or Entity making the submission:**

Mary Ann Harris – Director of Finance
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

Review and provide feedback on the proposed action of the Board of Finance to retain BlumShapiro to review procedures for the cash receipt and disbursement processes for Simsbury Farms, the Performing Arts Center, the Building Permit function and the Board of Education's Student Activities.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Mary Ann Harris, Director of Finance

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Board of Finance is planning to retain BlumShapiro to conduct a study of the cash receipts and cash disbursement processes for three Town functions (the Performing Arts Center, Simsbury Farms and Building Permits) and one Board of Education function (Student Activities) and, where applicable, to provide suggestions for strengthening controls over these processes. The scope of work is spelled out in BlumShapiro's letter dated July 15, 2013. At its August 20, 2013 meeting the Board of Finance took action to seek feedback from both the Board of Selectmen and the Board of Education. The cost for this additional work is \$14,900 plus out of pocket expenses which would be paid out of the general reserve fund.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

BlumShapiro letter dated 7/15/2013