



**77 Main Street North, Suite 205
Southbury, CT 06488
Finance Sub-Committee
Monday 11/04/2023, 3:30 PM**

Voting Members in Attendance

John Michaels (Southbury)(Finance Sub-Committee Chair)
Michael Crespan (New Milford)
Deb Fuller (Woodbury)

Non Voting Members in Attendance

Amy Bethge, MPH (Director of Health) (recording)
George Sinnamon (Auditor)

MEETING MINUTES

Meeting called to order - John Michaels - 3:36

Review of Financials

Mr. Sinnamon shared that he sent a revised audit draft to the members of the finance subcommittee on the morning of November 4th. He shared that the audit produced a clean opinion and was very timely. There were no findings or compliance issues. He continued that everything he reviewed was being done appropriately, and that the grants accounting was matching up as appropriate.

Mr. Sinnamon shared that historically there was one big budget for everything, which included all grants regardless of timing, which made things messy and difficult to determine what was what. He continued that FY 23-24 was the first year in which the grants were separated from the general fund. This allows for the per capita impact to be calculated more precisely, and the grants to be self-balancing within the budget. He reported that tracking and reporting for grants can be reviewed on pages 11, 13, 28, and 29 of the audit.

Action Items/Continued Practice:

- Ensure that ending balance on bank reconciliations for the whole year match the bank statement balance- currently impacted by sweep account
 - Bookkeeper may reach out to George with any questions regarding this process
- Any non-standard journal entries should be brought to George's attention before they are made
- Each month, all grant expenses should be below the line

Meeting Adjournment - 4:22pm

Motion to adjourn: John Michaels

Second: Deb Fuller

All in Favor

Motion Carries

Minutes recorded by:

Amy Bethge

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