

Citizens Audit Review & Financial Advisory Committee
May 16, 2012, 7:00 p.m.
Radnor Township Municipal Building
Finance Department, 2nd Floor
301 Iven Avenue, Wayne, PA 19087

DRAFT

Meeting Minutes

The meeting was called to order by the Committee Chair, Karl Bupp, at 7:00 p.m. The meeting was attended by Karl Bupp, Jim Bowes, Ed Caine (arrived mid-way through the meeting) Laurent Chardonnet and Joe Ellis. Messrs. Blair, Linden and Novak and Ms. Gourmand did not attend due to scheduling conflicts. The meeting was also attended by Bill White, the Township's Finance Director and Bob Tate, Assistant Finance Director. No members of the public attended.

The Committee agenda was as follows:

1. Clifton Larson Allen – 2011 Audit Review – The committee was joined by the Audit staff from Clifton Larson Allen. (Bruce Braunawell, Kristen Diesler and William Loughery) The staff reviewed the management letter attached as Exhibit A. The review included an executive session (w/o management present) between the Committee and the auditors at the end of the presentation. The audit team was complimentary of the professionalism of the management team and the progress being made. The audit staff departed at 8:35 p.m. and Messrs. White and Tate returned.
2. Pension / OPEB – Messrs. Bowes and White reported on organizational efforts with respect to this task.
3. Business Process Group – The group's report was deferred.
4. Finance Department Report – Mr. White discussed the prospect of (a) a utility audit; (b) utilization of a procurement card; and (c) pursuing the i dash boards concept. After discussion, it was agreed these items would be deferred.
5. Approval of Minutes
 - a. April 18, 2012 Meeting – approved.
6. Public Participation – No members of the public attended.

There being no further business, the meeting adjourned at approximately 9:30 p.m.