



## BOARD OF FINANCE AUDIT COMMITTEE MEETING MINUTES

Tuesday, January 17, 2012 — 8:30 AM  
Room 209, Brookfield Town Center

### **Call to Order**

The meeting was called to order at meeting to order at 8:30 am by Irv Agard.

Present: Irv Agard, Ron Jaffe, Phil Kurtz

### **Discussion of roles and responsibilities of the Audit Committee**

The committee discussed:

- The audit engagement letter
- Timeframe for audit events
- Communication issues
- Involvement in the process — for the BOF as well as the BOE
- The role of the committee in the audit process

These subjects will be researched and discussed further at future meetings.

The committee named Ron Jaffe to serve as committee chair.

The committee set Tuesday, February 1, 2012 (8:30 am at Town Hall) as it's next meeting date.

### **Adjournment**

The meeting was adjourned at 9:45 am.