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Policy and Management

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: July 15, 2024

SUBJECT: Agenda for MFAC Meeting – Wednesday, August 14, 2024

The next MFAC meeting is scheduled for August 14th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 782 418 939#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the April 17, 2024, meeting
3. FY 2022 and 2023 Municipal Audit Reports Update
 - Update on Delinquent FY 2023 Municipal Audit Reports
 - Town/City Presentations
4. City of Derby
 - FY 2023 Audit Results / Tiers Criteria Results
 - FY 2023 Audit Findings - Corrective Action Plan and Implementation Status
 - Status Update:
 - Finance Office staffing – City and BOE
 - New Financial Accounting System / Budget and Reporting
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, City and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds – City and BOE
 - Other Fiscal Matters

5. Town of Hamden
 - Status Update:
 - Staffing of the Finance Office – Town and Bd. Of Education
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

6. Town of Plymouth
 - Status Update:
 - Staffing of the Finance Office, Town and BOE
 - FY 2023 Audit Status, including timeline for audit submission
 - FY 2022-23 Audited/Unaudited Results, Town and BOE
 - Corrective Action Plan and Implementation – FY 2023 Audit and Management Letter Findings
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

7. Other Business
 - Legislation Adopted in the 2024 Legislative Session Affecting Municipal Finance and Audits

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby
 Brian Hall, Finance Director, City of Derby
 Nancy Balsys, Deputy Finance Director, City of Derby
 Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
 Robert Trainor, Business Manager, Derby Public Schools
 Accavallo & Company LLC – Derby Audit Firm
 Lauren Garrett, Mayor, Town of Hamden
 Sean Grace, Chief of Staff, Town of Hamden
 Curtis Eatman, Director of Finance, Town of Hamden
 Rick Galarza, Deputy Finance Director, Town of Hamden
 Joseph Kilduff, Mayor, Town of Plymouth
 Grace Zweig, Finance Director, Town of Plymouth
 Roberto Alves, Mayor, City of Danbury
 Taylor O'Brien, Chief of Staff, City of Danbury
 Dan Garrick, Finance Director, City of Danbury
 RSM, Audit Firm for City of Danbury
 Dan Cunningham, First Selectman, Town of East Lyme
 Kevin Gervais, Finance Director, Town of East Lyme
 David R. Porter, Town Manager, Town of Marlborough
 Linda Savitsky, Interim Finance Director, Town of Marlborough
 CLA, Audit Firm for Towns of East Lyme, Marlborough and Plymouth
 Secretary of State
 Sarah Sanders and Kimberly Masson - State Treasurer's Office