

**BROCKTON AREA TRANSIT AUTHORITY
AUDIT AND FINANCE COMMITTEE MEETING AGENDA
9:00 am, Thursday, October 12, 2017
Avon Town Hall Meeting Room**

- 1. Welcome** *Chairman FH*

- 2. Public Comments** *Chairman FH*

- 3. Minutes – May 22, 2017**

- 4. Presentation of FY2017 Audit** *Chairman FH
Chris Rogers, CLA LLP*

- 5. Local Assessments** *LAS*

- 6. Financial Update – FY2018** *LAS*

- 7. Other / Administrator’s Comments** *RGL*

- 8. Old Business / New Business** *RGL*

- 9. Adjourn**

Note: Invitees are respectfully requested to limit their comments to three minutes understanding the work before the Advisory Board and out of respect for others who may desire to offer comments. The items listed are those reasonably anticipated, which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**MINUTES OF THE BAT ADVISORY BOARD
AUDIT AND FINANCE COMMITTEE**

October 12, 2017

In Attendance:

Frank Hegarty, Town of Avon

Frank Lynam, Town of Whitman

Chris Rogers, CliftonLarsonAllen

Jen Cook, CliftonLarsonAllen

Reinald G. Ledoux, Jr., Administrator

Linda Sacchetti, CFO

Kelly Forrester, Manager of Transit Operations

The meeting was called to order by Mr. Hegarty at 9:00 AM for the purpose of discussing business brought before the Audit and Finance Committee in accordance with the agenda presented and the notice sent out on October 9, 2017.

Mr. Hegarty welcomed the group. He asked if anyone from the public would like to make a comment at this time, there were no public comments. Minutes from the meeting of May 22, 2017 were presented. Mr. Lynam made a motion to accept the minutes and Mr. Hegarty seconded. There was no further discussion and the motion was unanimously passed.

Mr. Ledoux introduced Chris Rogers and Jen Cook of CliftonLarsonAllen (CLA). Mr. Ledoux explained this is the first year of a new Audit firm and working with CLA and that it was very beneficial to have a fresh set of eyes.

Ms. Cook then presented the 2017 Audit. She stated that CLA is pleased to deliver to the Board an unmodified opinion, meaning that the 2017 financials are presented fairly and in accordance with all requirements.

Next Ms. Cook went on to discuss the GAO and Single Audit. She explained that due to multiple factors, the Authority is considered a low-risk auditee. Ms. Cook also went on to mention that they were impressed with BAT's use of "Justification" and "ICE" forms and believes those are some good best practices.

Ms. Cook next discussed the Management Comments letter. She explained that this letter is not deficiencies but areas that can be improved upon. Some of the items mentioned in the letter were formalizing a policy on what items can be capitalized and updating BAT's password policy. Overall, Ms. Cook stated, the first year audit went very smoothly and the Board should feel comfortable that BAT operates in a good control environment.

Mr. Lynam made a motion to receive and accept the Audit and allow it to be distributed. Mr. Hegarty seconded and the motion passed.

Ms. Sacchetti then presented the certified Local Assessments for fiscal year 2017. She explained the numbers showed a 2.5% increase over the last year. Mr. Lynam made a motion to accept the Assessments and Mr. Hegarty seconded. There was no further discussion and the motion was unanimously passed.

The next item for discussion was the Financial Update. Ms. Sacchetti presented the FY18 budget. She explained that this contained two months of actual data. Ms. Sacchetti went through the line items in the budget. She explained that farebox and advertising revenues this year are a challenge, but DDS and DMR revenues are on target. Also, Fuel was able to be locked in at \$1.54 for unleaded and \$1.62 for diesel so that expense will be slightly under budget this year. Ms. Sacchetti also stated that State Contract Assistance will be lower than the amount approved by the Board in May and will be looking to amend budget in January. In light of the lower State Contract Assistance number, BAT will be taking many cost cutting measures this fiscal year. Also, BAT will be working on a fare study this year to explore the possibility of having a fare increase next year. Ms. Sacchetti asked if there were any questions, there were none.

There being no more business to bring before the Committee, a motion was made by Mr. Lynam and seconded by Mr. Hegarty to adjourn the meeting at 10:05 am.

List of handouts

Agenda

Minutes – 5-22-17

Letter for Local Assessments

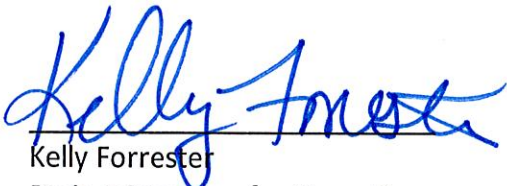
Local Assessments weighted vote

FY18 Budget

FY18 Budget Update

CLA Audit Presentation

Respectfully submitted,



Kelly Forrester

Project Manager for Operations