

**TO:** Mrs. Patricia B. Luke, Chair  
Mr. Allan B. Taylor  
Mr. Stephen P. Wright

**FROM:** Mr. Richard G. LeMay, Supervising Accounts Examiner  
Office of Internal Audit

**DATE:** December 11, 2012

**SUBJECT: Finance, Audit and Department Matters Committee Meeting  
December 12, 2012, at 9:30a.m. in room 232**

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The following is the agenda for the December 12, 2012, Finance, Audit and Department Matters Committee meeting:

- I. **State and Federal Audit Reviews** (*Commissioner Stefan Pryor*)
- II. **Approval of Minutes** – September 13, 2012 (*attachment I*)
- III. **Office of Internal Audit Agenda Items** (*Mr. Richard G. LeMay*)
  - a) Office of Internal Audit Personnel Issues Update:
    1. Director of the Office of Internal Audit
    2. School Construction Auditors
  - b) ARRA Update
    1. Education Jobs Fund Program
  - c) CTHSS Audit Activities
    1. Howell Cheney – Missing Inventory
    2. Platt Technical – Full On-site Review for January 2013
    3. Review and Update of Vehicle Damage Claim Procedure
  - d) Inventory Issues
    1. Follow-up on Hartford and Middletown Central Office Inventories
    2. Follow-up on Norwich Technical Inventory
    3. Cheney Aviation Technical Inventory
    4. Follow-up on Grasso Inventory
  - e) Forms Review
  - f) State and Federal Single Audit Reviews
  - g) ED-001 Audit Questions
  - h) RESC Magnet Supplemental Transportation Requests
- IV. **Other Matters**
  - a) Affirmative Action Update (*Mr. Levy Gillespie*)

RL/pj

cc: Mr. Stefan Pryor  
Mrs. Pamela V. Charland  
Mr. Levy Gillespie  
Mr. Brian Mahoney

Attachment