

November 17, 2020

Jeff Slapikas, Chairman
Prospect Town Council
36 Center Street
Prospect, CT 06712

Dear Chairman Slapikas and Honorable Members of the Prospect Town Council:

I'm submitting this to the Town Council for its inclusion with the Council's November 17th session, and with the anticipation that it will also be given to the recently selected external audit group. In previous writings I indicated that I'd provide a specific 'list' of detail items that should be included in their analysis. As I don't mean to imply any concern that left to their own resources they would not identify all applicable information, I'll refrain from even the appearance that I'm telling them how to perform their assignment.

I would however be remiss if I did not at least share my specific concern of how effective their process may prove to be in Prospect's somewhat 'unique' administrative environment. I would ask that besides my previous recommendation that they review the Town Council Meeting Minutes from 2017, I'd also suggest they obtain the Meeting Minutes from the Town Council's Audit Sub-Committee for that same timeframe. That should provide a preview of how difficult it can be to obtain specifically requested documents or to even meet with or ask questions of specific elected or appointed town officials.

I would also recommend that they review various statements made by members of this Administration before the Charter Revision Commission in 2017 concerning various internal audit policies that were supposedly in-place and being strictly adhered to, and which the Council's 2017 Investigation subsequently identified were non-existent. Further, as there were no actual documented procedures for the handling of financial transactions during that timeframe, they should also review the Prospect Town Charter, which at least provides some high-level direction as to how activities, such as the internal transferring of funds, the approval of invoices and the signing of checks, were to be performed.

I have one additional observation that I hope will receive appropriate consideration. I anticipate that the investigation will include the analysis of various printed reports. I would advise the reviewer that wherever possible that such analysis begin with the accessing of the original electronic data. On occasion it has been noted that not every 'total' presented at the bottom of an Excel worksheet should automatically be assumed to be the mathematical result of a specific Microsoft software function.

In closing, I wish the entire Town Council and their families a happy and healthy Thanksgiving holiday.

Best Regards,

Thomas J. Galvin

Thomas J. Galvin
27 Rockridge Terrace
Prospect, CT 06712