
**MINUTES OF PVTA'S
REMOTE FINANCE & AUDIT COMMITTEE MEETING
October 4, 2023**

1. CALL TO ORDER

The Finance & Audit Sub-Committee meeting of the Pioneer Valley Transit Authority was held on Wednesday, October 4, 2023, at 1:00 P.M. remotely in accordance with Chapter 2 of the Acts of 2023, supplemental state budget provisions for Fiscal Year 2023, authorizing public bodies to continue to hold entirely remote meetings, or so-called "hybrid" meetings, upon the provision of "adequate, alternative means" of public access, until March 31, 2025.

MEMBERS PRESENT:

Members: Doug Slaughter, Amherst; David Moskin, Hadley; Gloria Caballero, Holyoke; Steve Huntley, Chicopee (arrived at 1:06pm);

NOT PRESENT:

Brian O'Leary, Belchertown;

Call to Order: Doug Slaughter, member of the Finance & Audit Committee stated that the committee has a quorum and called the meeting to order at 1:01 P.M.

2. PUBLIC COMMENTS

Doug Slaughter opened the floor for public comments. No Public Comments were made.

3. APPROVAL OF MINUTES OF THE FINANCE & AUDIT COMMITTEE MEETING OF MAY 15, 2023.

Doug Slaughter asked for a motion from the Finance & Audit Committee to approve the meeting minutes of May 15, 2023.

MOTION: Moved and seconded (Moskin/Caballero) to approve the minutes of PVTA's Finance & Audit Committee meeting held May 15, 2023.

Doug Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes
Gloria Caballero: Yes
Doug Slaughter: Yes

Motion passed, 3-0 vote.

(Steve Huntley joined the meeting at 1:06pm)

4. **PVTA's FY23 AUDIT REPORT**

Doug Slaughter: Due to delays with PVTA's Fixed Asset Capital listing, the FY23 Audit Report was not completed in time for the Board to approve at the September 20th Board meeting. The Board voted to grant the Finance and Audit Sub-Committee (F&A) the authority to approve/accept the year end audit report at today's meeting in order to meet the deadline to the state on October 6th.

Auditor David Irwin, from Adelson & Company PC, reported on PVTA's FY23 Audit and stated the following:

PVTA met all the requirements for the Audit and all the information and documentation that was needed was provided. We have issued a clean opinion with no findings for PVTA's FY23 Audit.

We made some comments and recommendations during this Audit. These are not findings, but areas to improve some of the processes already in place:

1. During our review of cash and short-term investment accounts, we noted that former employees from the Authority and from the Springfield Area Transit Company (SATCo) are listed as authorized signers on accounts held at Berkshire Bank and the Massachusetts Municipal Depository Trust (MMDT).

Recommendation: The Authority should update the authorized signers on all of its bank and short-term investment accounts to remove former employees.

Action Taken: Former employees have been removed from the Berkshire Bank account as well as from the MMDT.

2. During the year, the Authority completed its conversion to the new Abila fixed asset software module, which was handled by the Authority's Information Technology department. Upon completion, we noted that the fixed asset software module was still being maintained and updated by the Information Technology department as opposed to the finance department. This has caused inconsistencies with the fixed asset balances recorded in the fixed asset software and the general ledger.

Recommendation: The Accounting department needs to assume responsibility for the fixed asset software and for recording additions, disposals, and depreciation in the system, so that it aligns with the capital asset activity recorded in the general ledger. The fixed asset software and the general ledger need to be reconciled on a monthly basis.

Action Taken: Fixed assets will be entered by the Finance Department into the fixed asset module as they are acquired. Fixed assets will be reconciled monthly. The Authority has held an internal meeting to officially remove the IT Department staff from any responsibility associated with the fixed asset module in Abila.

3. During our audit of accounts receivable balances, we noted that there are several small outstanding trade receivables that have been on the books for several years.

Recommendation: The Authority should review and adjust the old balances as needed.

Action Taken: The accounts receivable balances are valid COA balances. These balances will be paid. All account receivables will be reviewed and adjusted as needed.

Status of the prior year recommendations from FY22 Audit Report:

1. Modified and repeated as Item #1.
2. As recommended, the Authority has requested an amendment to its CARES Act grant to include the capital projects identified during the FY22 Audit.

Sandra Sheehan: Management is going to step out of the room, so the Finance & Audit Committee has an opportunity to meet with the Auditor and ask any questions.

(Management left the room at 1:53pm)

Steve Huntley: In your opinion, was management supportive and corporative during this Audit.

Auditor Irwin: Yes, but the prior Chief Financial Officer caused a lot of problems for this audit. We had to make many accounting adjustments.

(Management entered the room at 1:57pm)

Doug Slaughter asked for a motion to Approve PVTA's FY23 Audit Report.

MOTION: Moved and seconded (Moskin/Huntley) to approve PVTA's FY23 Audit Report.

Doug Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes
Gloria Caballero: Yes
Steve Huntley: Yes
Doug Slaughter: Yes

Motion passed, 4-0 vote.

5. **FARE REVIEW INFORMATION**

Paul Burns, Director of Transit Operations, stated that adhering to the Board's policy, PVTA will be reviewing the fare structure as well as the need for a fare increase every three years and have that information for the January Board meeting.

6. **OTHER BUSINESS**

Doug Slaughter reported that there is no other business to discuss.

7. **ADJOURNMENT**

Doug Slaughter asked for a motion from the Finance & Audit Committee to adjourn.

MOTION: Moved and seconded (Caballero/Slaughter) to adjourn.

Roll call vote:

David Moskin: Yes
Gloria Caballero: Yes
Steve Huntley: Yes
Doug Slaughter: Yes

Motion passed, 4-0 vote.

The meeting of the PVTA Finance & Audit Committee adjourned at 2:02 P.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Finance & Audit Committee Meeting packet:

- May 15, 2023 Finance & Audit Committee Minutes
- FY23 Audit Report

Minutes Approved: January 22, 2024