

Middletown Springs Auditors Meeting

December 5, 2013 at 9:00 AM
Middletown Springs Town Office
Unofficial Minutes

Auditors present: Juanita Burch-Clay (Nita), James Georg (Jim), Jacqueline Parker (Jackie)
Others present: Laura Castle

Call to order: 9:05

1. Minutes:

- Minutes from the Sept. 16, 2013 meeting were reviewed and approved

2. Research into transaction details of FY13

- Reviewed transfer of unused balances to restricted funds, as noted in the Select Board orders of 6/30/13.
- Researched transaction details of transfer of highway surplus funds to reserve fund in June, July, and August 2013.

3. Discussion of changes to select board orders.

Looking at select board orders, the auditors found that changes or corrections were sometimes made after the orders have been signed, but it is not clear how or why or by whom the changes were made. The auditors discussed the questions and problems that can arise from this lack of clarity. The auditors then made and unanimously passed the following motion to take to the select board:

- **The auditors strongly recommend that all changes to Selectman's Orders must be initialed by the person making the change.**

3. Discussion of auditors report for FY13.

- Reviewed auditors report from FY12 and noted progress made during FY13
- Began on draft of report for FY13, with assignments for further information needed from auditors
- Town trust funds: Jim will send out a template for trust fund trustees to use, for an annual report that is both accurate and easy to understand.
- Town Report: Laura Castle will be coordinating the town's annual report. Jackie Parker has volunteered to help her with it.

4. Monthly Meetings:

- Work sessions: Friday, Jan. 3 and Thursday, Jan. 30, 2014 at 9:00 in the town office
- A warned meeting will be scheduled for February.

Adjourned: 11:08

Minutes submitted by Juanita Burch-Clay
12/5/13