

**Middletown Springs Auditors Meeting**

January 23 at 4:00 PM

Middletown Springs Town Office

**Official Minutes**

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

**Others present:** Laura Castle

Call to order: 4:08

**1. Minutes:**

- Minutes from the Dec. 5, 2013 meeting were approved

**2. New Business - Proposal from a NH printer to print the town report**

- Reminder – putting out the annual town report is NOT the responsibility of the auditors
- Some discussion ensued, but the decision lies with Laura Castle, town clerk, and Jackie Parker, who is volunteering to help with the town report.

**3. Discussion of Draft of FY13 Auditors Report** – the draft of the auditors report was reviewed and discussed.

**4. External Audit:**

Jim spoke with G&G about what it would cost for a town our size.

- Normal audit – \$18,500-\$20,000 (because we have the NMRC system and an established town treasurer)
- Forensic audit - \$12,000-\$22,000

Select Board would like a recommendation in writing.

- Motion: The auditors recommend that \$5000 be put into the town budget annually, in a restricted fund, for a regular audit to be done at least once every five years.

**4. Monthly Meetings:**

- Next meeting - 1/30/14 at 9:00 AM

Adjourned: 5:30

Minutes submitted by Juanita Burch-Clay  
1/30/14