

Middletown Springs Auditors Meeting

October 24, 2014 at 7:00 PM
Middletown Springs Town Office

Official Minutes

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

Others present: None

Call to order: 7:10

1. Minutes:

- Minutes from the June 23, 2014 meeting were reviewed and approved.

2. Old Business:

- **Copeland Milk Fund:** Questions were presented to Trustees and Select Board. (See minutes from June 2014 meeting). Answers were partial. More information is needed. The auditors have some concerns about the types of investments being made, and if they in compliance with the original grant and in the best interest of the town and other beneficiaries.
- **Open Meeting Law:**
 - Juanita contacted the VLCT in July. She wrote: "About work sessions, this is what the VLCT handbook for auditors says: "Many auditors do much of their work in informal work sessions. These are not considered "meetings" of the auditors and it is thus unnecessary to formally warn them as meetings or open them to the public. However, it is important to note that no official "action" may be taken at a work session, for actions may only be taken at a duly warned meeting." In our work sessions we do not take official action. That is reserved for warned meetings. We do review financial and other data and information and discuss issues related to that data. Based on this, we set the agendas for the warned meetings. The answer from VLCT was: "It sounds like you have a good handle on the situation."
 - There is more information from Herb Childress, who attended a VLCT workshop in September. We are reviewing the information that he shared.
- **Recommendations for the Select Board:** The auditors formally recommended to the Select Board in June (see minutes from the June 23, 2014 auditors meeting):
 - The job descriptions of the road commissioner and road foreman need to be reviewed and revised.
 - Nothing new has been published, to the best of our knowledge.
 - The road policy and amendments need to be reviewed and updated for clarity and consistency.
 - No changes are evident in the policy binder as of Oct. 27.
 - The policy binder needs a table of contents, to make looking up policies possible.
 - No table of contents found in the policy binder as of Oct. 27.
 - The policies should be uploaded to the town website.
 - No policies were noted on the town website.
 - A policy for purchasing and bidding is the number one priority.
 - No new policy is evident in the policy binder as of Oct. 27.
 - There was discussion about what policy is being followed in the bidding for the clean-up of the sub-slab of the Parker site. A special SB meeting is being held this week to review the bids. Jim will attend.
 - The auditors realize that that Select Board is working on some of the above, but we strongly recommend that the action be finalized as soon as possible.
 - As an example, Jim expressed concern, due to the size of the purchase, about the decision-making process he observed in the purchase of sand, which included a set of estimates collected by the road commissioner and word of mouth discussion at the Select Board meeting, as opposed to collecting and reviewing sealed bids. A clear policy is needed.

3. Annual Financial Reports

- **Trust Funds:** The auditors would like to see the town trust funds' annual reports presented in a uniform and easily understandable format that gives a clear financial picture to the town's citizens. In 2013, we gave each fund a template (and other information) and suggested that they use this standard format. One or two funds tried to follow this template, which includes information from previous years for comparison. We will make the recommendation again this year, as we feel that this is very important.

4. Review of Treasurer's Report for FY14

- The auditors commend Jenny Talke-Munyak, the town treasurer, for her timely preparation of the draft FY14 Treasurer's Report. Because of this, the auditors were able to review the report as planned.
- Recommendations from reviewing the report include:
 - Board orders that have been computer-printed should be hand-dated when signed.
 - Funds being moved to and from different accounts need to be on separate lines, not lumped together into one sum.
- Assuming that there are no changes, the auditors are satisfied with the FY14 financial information as presented.

5. Future Business

Policies for the future: The next priority in developing town policies:

- To establish a town investment policy

Next Meetings:

- Work session: November 17, 2014 at 7:00 PM in the town office – to work on the annual auditors' report
- Warned meeting: December 8, 2014 at 7:00 PM in the town office.

Agenda:

- Review of agenda
- Review and approve minutes from Oct. 27, 2014 meeting
- Discuss and approve the annual auditors' report
- Any other business

Other Business: Future auditor attention will be given to the school budget and the listers.

Adjourned at: 8:45 PM

Minutes submitted by Juanita Burch-Clay 10/27/14

Approved: 12/22/14