

Middletown Springs Auditors Meeting
December 29, 2015 – 10:00 AM
Middletown Springs Town Office
Official Minutes

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

Others present: Laura Castle

Call to order: 10:03

1. Minutes:

- Minutes from the November 18, 2015 meeting were reviewed and approved.

2. Agenda adjustments: Agenda was reviewed.

3. Information for auditors' report:

- **Deadline for inclusion in town report:** January 8.
- **Town trust funds:** In preparation for the annual report, Jim sent a letter to the trustees of each trust fund on Dec. 12, requesting information about annual reports, meetings, minutes, decision-making, etc., and asking for response by Dec. 22. Responses from the trustees:
 - No response from Copeland Milk Fund. We have no new information or documentation from the Copeland Milk Fund. We have on-going concerns about this.
 - The Copeland Church Fund sent copies of the 2013 and 2014 annual reports from their investment funds. Jim matched this to the report that they submitted late last year. (They had missed the deadline so it was not published with the other reports.)
 - The Trustees of Public Monies sent information that indicate they are documenting meetings, decisions, and actions appropriately.
 - There has been good communication, and Jim will follow up on some details.
 - The Copeland Cemetery Fund did not respond to auditor requests for information.
- We will remind funds to post minutes and other information on the town website.

School Audit: We have not been able to review the school audit at this time, but will be reviewing the SU annual report when we receive it. It is being emailed to us today.

4. Review of auditor's report draft: We reviewed the draft of the auditors' report line by line and approved the recommendations.

- Motion: Report is approved, with allowance for minor edits by Juanita.

5. Other discussion:

- Discussion about lack of auditors and need for three auditors. (We are already one short, and Jim is considering stepping down.)
- Concern that so much information and so many official town documents are still stored in people's houses. (This may have to wait until there is a new town office to be fully addressed.)

5. Future Meetings:

- January work session – Wed., January 13 at 4:30, in the town office.
- Jim will attend meeting of the Public Monies in February.

Meeting adjourned: 12:05

Minutes submitted by Juanita Burch-Clay