

## Middletown Springs Auditors Meeting

May 8, 2017 – 7:30 PM

Middletown Springs Town Office

### **Official Minutes**

**Auditors present:** Juanita Burch-Clay (Nita), Sarah Grimm, Melissa Chesnut-Tangerman

**Others present:** Jenny Talke-Munyak, Laura Castle

Call to order: 7:28

#### **1. Minutes:**

- Minutes from the January 9, 2016 meeting were approved.

#### **2. Agenda adjustments:** None.

#### **3. Cash handling policies and procedures:** Report from work session on Thursday, May 4

- Present at that meeting: Nita, Sarah, Laura Castle (Town Clerk), Patty Kenyon (Select Board). Glen Moyer could not be there.
- Described current method of handling cash and checks for town fees and licenses, and for transfer station.
- Reviewed the VLCT model policy.
- Discussed and decided on a procedure that involved triple-copy receipts for each transaction, and enveloped for money to go in and not be removed except by treasurer.
- Patty has made a new form to track payments going into each envelope. She has found receipt books at Staples and is waiting for our approval before buying them.
- Nita will speak with Glen.
- We suggest trying out the new system.
- Consensus – **all agreed** to try and support this new system.
- For future discussion: consider hiring assistants again (for transfer station)

**4. Review of treasurer reports and procedures:** An orientation for the two new auditors and review for the returning auditor. The treasurer walked us through her role and responsibilities, including general and highway budgets, taxes, payroll, accounts payable, board orders, bank statements, reports, and more.

#### **5. Other discussion:**

- Select Board meeting – Sarah reported on last SB meeting
- VLCT Auditors workshop on June 7 in Montpelier – Sarah and Nita going

**5. Future Meetings:** Work session on June 12 at 7:30 pm.

Meeting adjourned: 20:44

Minutes submitted by Juanita Burch-Clay