

Middletown Springs Auditors Meeting

September 27, 2017 – 7:30 PM

Middletown Springs Town Office

Official Minutes

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

Others present: None

Call to order: 7:40 PM

1. Minutes:

- Minutes from the May 8, 2017 meeting were approved.

2. Agenda adjustments: None.

3. Review auditor activities in past month

- Nita updated the auditor page on the website, posted minutes and warned future meetings.
- Sarah has been attending Select Board meetings. She reported on topics of interest for auditors.
- Melissa has looked at information in the General Ledger Binder and found items worthy of more review.

3. Work on the General Ledger Binder: We tested items by connecting specific entries from the monthly record sheet and payroll warrants to the detail transaction reports.

- We looked at parts of the payroll, at the movement of funds from one account to another, and at batches and references.
- We developed a list of questions to ask the treasurer.

4. Next tasks:

- Nita – will follow up on the cash handling procedure
- Sarah – will continue attending Select Board meetings
- Melissa – will bring our questions to the treasurer.

5. Future Meetings: Next meeting is October 25, 2017 at 7:30 PM

Meeting adjourned: 9:10 PM

Minutes submitted by Juanita Burch-Clay