

Middletown Springs Auditors Meeting

November 29, 2017 – 7:30 PM

Middletown Springs Town Office

Approved Minutes

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

Others present: None

Call to order: 7:35 PM

1. Minutes:

- Minutes from the October 25, 2017 meeting were approved.

2. Agenda adjustments: two items added (#'s 4 and 5 below).

3. Review auditor activities in past month:

- Sarah and Nita attended several Select Board meetings
- Nita - Review of procedures for handling cash in the Town Office.
 - She met with Laura Castle (Town Clerk), Jenny Talke-Munyak (Town Treasurer), Glen Moyer (Transfer Station), and Patty Kenyon (Select Board.)
 - The Town Clerk has started using receipts for transfer station money and other cash transactions, with receipts in triplicate.
 - She followed up with Laura and will continue to do so.
- Melissa – Reviewed financial statements and raised questions for our attention at work sessions.
- We had several work sessions and met once with the Treasurer. Work sessions have been productive as we have been going through the treasurer's report and the financial transactions of both FY17 and the current year. The meeting with the Treasurer was particularly helpful.

4. Select Board communications – responses to emails from the Select Board

- We appreciate the positive feedback from the SB on our work, verbally and by email.
- Auditor hours and the budget. The SB is looking at auditor hours in relation to both the current budget and the FY19 budget. We looked at auditor hours from previous years and discussed paid hours vs volunteer hours. We will make a recommendation to the SB.
- Transfer station tickets at Grant's store. We were asked to include the sale of transfer station tickets at Grant's in our cash handling procedures. We'll connect with Grant's in the near future.
- Select Board stipends. The SB asked the auditors' opinion on dividing the stipend of the SB member who stopped working as a SB member, among the members who did the work. We have no problem with this as individuals, but we do not feel it is the auditors' responsibility to approve or not approve this. We wonder if a statement or policy should be made to document this step.

5. Cash receipt policy – Receipts are being written as planned. Follow up is needed for sale of transfer tickets at Grant's Store. We have checked in with Town Clerk on how it's working. We want to look into making triplicate forms for the document work.

6. Work on the annual report:

Notes for annual report:

- Verify the change – don't have to look at school budget

- Ask Jenny and SB - about investment of restricted funds
- Check other notes

7. Next tasks:

- Nita - Talk to Grant's store. Contact trust fund trustees.
- Sarah
- Melissa

8. Future Meetings:

- Work session on Nov. 30, 2017. Other work sessions as needed.
- Warned meeting on January 24, 2018 at 7:30 PM in the town office – to approve auditors annual report for FY17

Meeting adjourned: 8:50 PM

Minutes submitted by Juanita Burch-Clay