

Middletown Springs Auditors Meeting

January 24, 2018 – 7:30 PM

Middletown Springs Town Office

Official Minutes

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

Others present: None

Call to order: 7:35 PM

1. Minutes:

- Minutes from the November 29, 2017 meeting were approved.

2. Agenda adjustments: Added - Review communication from the treasurer.

3. Review auditor activities since last meeting:

- Sarah – Attended select board meetings and a budget meeting.
- Nita – Met with Beth Miller to go over the Public Funds. Exchanged emails with Dale Carr about the Copeland Church Fund. Currently working with Terry Redfield to set up meeting to review Copeland Milk Fund. Looked through the SB's proposed budget for FY19. Did not contact Grant's Store about transfer station tickets and cash handling.
- We had one work session in January.

4. Follow-Up

- Select Board – completed the digitization of town policies and ordinances, with a table of contents and notes. Will be posted on the town website shortly. A huge accomplishment!
- Cash receipt policy – feedback from the town clerk and treasurer indicates the need to revisit the process to check on its efficiency. Grant's Store needs to be brought into the loop for cash handling.
- Investment of restricted funds – the treasurer answered our questions.

5. Treasurer Communication: We discussed feedback from the treasurer. We will set up a time to review the cash receipt policy with her.

6. Approve the auditors' annual report: Complete and approve at this meeting.

- Auditors annual report – completed and approved!

7. Next tasks: Discuss priorities for coming year, and set reasonable timelines and goals. Start work on FY18 auditing activities.

- Nita - Talk to Grant's store.
 - Continue work with trustees of town funds
 - Email treasurer to set up meeting for cash receipts feedback
- Sarah – attend select board meetings
- Melissa – research requirements of external audit.

8. Future Meetings:

- Auditors Meeting – Feb. 28, 2018 at 7:30 pm

Meeting adjourned: 9:35 PM

