

Middletown Springs Auditors Meeting

February 28, 2018 – 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: 7:32 PM

1. Minutes:

- Minutes from the January 24, 2018 meeting were approved.

2. Agenda adjustments: Topic of meeting is discussion of priorities for auditors' attention for the rest of Fiscal Year 17/18 and Calendar Year 2018, along with timelines and goals.

3. Review auditor activities since last meeting:

- Sarah – Attended Select Board meetings. Reported on items of interest.
- Melissa – Started researching the external auditing process. Has been reviewing the new auditors' handbook as well.

4. Priorities for Auditors' Attention

- **From Auditors' report:**
 - Research requirements for an external audit
 - Melissa has started the research and has info from VLCT.
 - Next steps are to meet with the Treasurer for input, check with other towns who have done this recently, and develop a timeline for the RFP.
 - Work with town fund trustees to clarify reporting, and prepare a report for FY18 (end of June.)
 - Nita will continue work on this
 - Review cash receipts procedures and make adjustments as necessary
 - Meetings to be set up with Treasurer, Clerk, and others
 - Internal controls checklist from VLCT
 - To review at the March meeting
- **From Select Board:** Request to review the accounting by the Rutland County Sheriff's Office for collection and disbursement of traffic fines.
 - According to the Select Board, the sheriff reported that \$7632 in tickets was issued in 2017, but the Treasurer reports that the Town had received \$717 as of November 2017. Sarah will look into it.
- **From candidates forum:** Request to post/share description of purpose and goals of town trust funds on website and in town office, and include descriptions in annual report.
 - Nita will address this in her work with the funds
- **Other**
 - Audit checklist – Melissa has been looking at the draft checklist from the new VLCT auditor handbook. Areas to look into as we do FY18:
 - Tax assessment and collection records
 - Cemetery commission and library trustees. (Are they "town officers who receive or disburse funds"?)

5. Next tasks:

- Nita - Talk to Grant's store about transfer station tickets
 - Continue work with trustees of town funds
 - Prepare to speak at town meeting. (Mention SB, Treasurer, and auditors on 3-year cycle)
 - Check on auditor hours to date, both paid and volunteer
- Sarah – Attend select board meetings.
 - Contact the Sheriff's office for information about tickets and fines.
- Melissa – Continue work on external audit information
 - Continue to review auditor handbook.

6. Future Meetings:

- Town Meeting – Monday, March 5, 2018 at 6:30 PM
- Auditors Meeting – March 28, 2018 at 7:30 pm – Agenda: Internal Controls Checklist
- Auditors Meeting – April 25, 2018 at 7:30 PM – Agenda: Town Trust Funds
- Auditors Meeting – May 23, 2018 at 7:30 PM
- Auditors Meeting – June 27, 2018 at 7:30 PM

Meeting adjourned: 9:07 PM

Minutes submitted by Juanita Burch-Clay