

Middletown Springs Auditors Meeting

March 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: 7:42 PM

1. Minutes:

- Minutes from the February 28, 2018 meeting were approved.

2. Agenda adjustments: The main topic of the meeting is review of the internal controls checklist from VLCT.

3. Review auditor activities since last meeting:

- All – attended town meeting
- Sarah – reported on SB meetings.
 - Town is unable to find a copy of the contract with the sheriff's office. SB needs to find a copy. Currently about \$17000 worth of unpaid fines outstanding, about \$7000 due to the town. Reporting on this from sheriff's office does not seem to provide enough detail for good follow-up. Sarah will continue to work on this. Fines that have been paid match town records.
 - Also, at SB meeting - Treasurer had researched investment policies, and Board has voted to adopt a model investment policy.
- Melissa – trying to connect with VLCT about external audit. Trying to find a time for us to meet with Treasurer – to discuss external audit and cash handling procedures.
- Nita – administrative work

4. Review Internal Controls Checklist

- Worked on Sections A and B of Internal Controls checklist

5. Other Business

- Discussion of paid hours vs volunteer hours for auditors in FY18 and how to distribute them

6. Next tasks:

- Nita - Talk to Grant's store about transfer station tickets
 - Continue work with trustees of town funds
 - Check on auditor hours to date, both paid and volunteer
- Sarah – Continue to attend select board meetings.
 - Continue to research the accounting of the contract with the sheriff's office.
- Melissa – Continue work on external audit information
 - Continue to review auditor handbook.

7. Future Meetings:

- Auditor Work Session TBD – internal controls checklist, treasurer
- 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: 9:42 PM

Minutes submitted by Juanita Burch-Clay