

Middletown Springs Auditors Meeting

November 20, 2012 at 1:00 PM
Middletown Springs Town Office
Approved 12/10/12

Auditors present: Juanita Burch-Clay (Nita), James Georg (Jim), Jacqueline Parker (Jackie)

Public present: Laura Castle

Call to order: 13:07

Agenda:

1. **Minutes** from Oct. 30, 2012 meeting approved.
2. **Miscellaneous Business:** Auditors reminded to submit hours on a monthly basis, as should all town officers not working a regular schedule. Chair was reminded to post meeting minutes in the Magnet and Front Porch Forum as well as on town website.
3. **Auditors' Training:** The three auditors went to a full-day training run by the Vt. League of Cities and Towns on Nov. 14, 2012. The day was tightly scheduled and packed with great information. All three auditors found it extremely useful and came away with a better understanding of the rather overwhelming tasks involved in town audits.
 - *Many thanks to the select board for sending us!*
4. **Reports on activities** since the last meeting: All auditors attended the 11/14 training. In addition:
 - Jim has continued his exploration of insurance and liability information, particularly with regard to the library and the cemeteries. He and the town clerk will research the records and deeds.
 - Jim reviewed procedures and reports with the treasurer. Among other things, the auditors have concerns about unnecessary and/or redundant reports being printed.
 - Recommendations approved unanimously for immediate action:
 - **That the treasurer print out only the reports necessary for the requirements of her job and the requirements of the select board, as long as all the data is properly backed up electronically.**
 - **That the treasurer be supported with extra training ASAP, as necessary, on our NEMRC software, in order to expand the effective use of the program.**
 - a. This is an ASAP suggestion, as we need to take advantage of the full power of this program in assembling the annual town report.
 - b. Training may be online, webinar, in-person, or otherwise customized. This should not wait, and if there is cost involved, requests should be presented to the select board by the treasurer ASAP.

- Jackie has started the review of all select board minutes from FY12, and is comparing board orders with the minutes. She will continue this review, which includes random cross-checking of invoices, payroll, and other financial actions.
 - Nita has worked on minutes, templates, and agendas. She will be following up on the internal controls questionnaire, with a final draft for the next meeting.
5. **Plan for the auditor's report:** The auditors discussed the process of putting their part of the annual town report together, using the VLCT training as a guideline. We reviewed the steps and actions needed, and we divided up the tasks in the audit checklist and internal controls checklist (understanding that not every task can be done every year.)
- For the printed town report, Laura Castle is currently the point person for collecting information from various organizations and sending them to the layout person and printer. A timeline for the report has not yet been set.
6. **Petty Cash:** In reviewing the audit checklist, we found that the lack of a petty cash account in the town office puts an unfair burden on the town clerk and treasurer, who currently have to pay out of pocket for small purchases such as postage and emergency supplies (and then wait for reimbursement.)
- Recommendation approved unanimously for immediate action:
 - **That the town immediately set up a petty cash account of of \$30**
 - We urge the select board and treasurer to take action on this ASAP.

The next auditors meeting has been scheduled and warned for December 10, 2012 at 1:00 in the Town Office.

Meeting adjourned – 15:01

Minutes respectfully submitted by Juanita Burch-Clay