

Middletown Springs Auditors Meeting

January 30, 2013 at 1:00 pm

Middletown Springs Town Office

Approved 2/10/13

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

Others present: Jenny Talke-Munyak, treasurer. Laura Castle, town clerk

Call to order: 13:10

Agenda:

Minutes: Minutes from the December 10, 2012 meeting were reviewed and approved unanimously.

Review of internal control checklist: The auditors and treasurer reviewed the internal controls checklist from the VLCT and finalized the comments. This will be printed out to be signed at the next meeting and submitted to the select board.

Review of treasurer's report: There was much discussion about the treasurer's report, including the template used by past treasurers and whose responsibility it is to prepare the report that goes in the town report. Jenny was not sure that this was the treasurer's responsibility and expressed the opinion that she should not be transferring the numbers to the report template. The auditors believe that the treasurer should put together the report and then the auditors review it as part of their duties. In the meantime, the auditors expressed appreciation for the work Jenny put into the report.

In reviewing the report, the following items were discussed at some length:

- Confusion about the school assessment numbers being included in the revenue section of the report.
- The shortfall of taxes (actual vs. budgeted)
- How the FEMA money received was assigned

Deadline for the town report: Laura Castle asked for the final auditors' report by Feb. 8.

Discussion of auditors' report: The content of the auditors' report was discussed, and a work session was scheduled for Feb. 1.

Adjourned 15:45

Minutes submitted by J. Burch-Clay