

Middletown Springs Auditors Meeting

February 27, 2019 – 7:30 PM

Middletown Springs Town Office

Official Minutes

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

Call to order: 7:38 PM

1. Minutes:

- Minutes from the January 23, 2019 meeting were approved.

2. External Audit: The self-study and documents were done and submitted to Sullivan, Powers (the external auditors). The town auditors really appreciate the work put into this, particularly by Jenny Talke-Munyak and Herb Childress. We're ready to support the auditors' visit on March 8.

- With regard to the library as a separate entity: the librarian and board are researching old documents. There is no record of the library as a separately chartered entity. We hope to have some clarification of the library's status as part of the external audit.
- Melissa brought in a copy of the Louis will from 1914, for the Louis Library Fund. Question: where is the original? She also shared a copy of research done in 1974 by Col. Henry Bigelow about the origins of the Louis Fund.

3. Reserve Funds: Town Treasurer Jenny Talke-Munyak has researched the origins of the Records Preservation Fund and the Record Surcharge Fund.

- Reserve Fund for Record Preservation, "for each year's appropriation": voted on and passed at town meeting 2002
- Record Surcharge: voted on at town meeting 2010, for a "municipal records reserve fund..... for restoration, preservation, conservation, and computerization of municipal records". This was voted in 2010, to be retroactive to July 1, 2009.
 - Question: how are these fees being charged and tracked? Are they being charged consistently? Are they for the same purpose?

4. Town Trust Funds: Along with the library, the status of town trust funds and their supervision is a question to be explored with the external auditor.

- Nita will contact Terry Redfield with questions about Copeland Milk Fund.
- Nita will contact Alida Tarbell and Alice Hoisington with questions about the Copeland Cemetery Fund:
 - Question: why are there inconsistencies in the numbers in the report?
 - Question: why does the town give \$1500 to the Pleasant View Cemetery Assn. if there is money for the cemetery in the Copeland Cemetery Fund?

5. Any Other Business - none

6. Future Meetings and Events:

- Town Meeting – Monday, March 4, 2019 at 6:30
- External Auditor – will be in town on March 8, 2019.
- Auditors Meetings – March 27, 2019 at 7:30. Agenda: information on external audit, trust funds, financial controls. April 24, 2019 at 7:30. Agenda: TBD.

Meeting adjourned: 9:18 PM

Minutes submitted by Juanita Burch-Clay