

Middletown Springs Auditors Meeting

January 22, 2020 – 7:30 PM

Middletown Springs Town Office

Approved Minutes

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

Call to order: 7:34

1. Minutes:

- Minutes from the November 21, 2019 meeting were reviewed and approved.

2. Agenda review and adjustment:

The agenda includes

- Updates on town and auditor activities
- Review and approve auditors' annual report for FY19
- Discuss compilation of town trust information to share

3. Updates

- Much work has been done with town trust funds.
- The auditors have worked on the annual report.

4. Auditors' Annual Report – The report was reviewed, edited, and approved by Melissa and Nita. Sarah's approval was solicited via email.

5. Any other business

- (From October - suggestion for town report: Consider putting copies of the original town trust fund reports in the annual report. Do it this year as a point of information for the public.)
- (From November - Suggestion to develop an auditors' handbook, with information such as list of town bank accounts, restricted funds, etc. easy to access.)
- Follow up with Treasurer about restricted funds questions – The treasurer and SB secretary are happy to have the auditors compile information about the restricted funds for easy accessibility.

6. Next Steps

- Review Sullivan, Powers "audit report" – particularly with regard to trust funds and investments
- Consider what audit information should be posted on the town website and how people can access the full report.

7. Future Meetings and Events:

- Auditors Meetings – February 26, 2020
- Town Meeting – March 2, 2020

Meeting adjourned: 8:29 PM

Minutes submitted by Juanita Burch-Clay