

## **Middletown Springs Auditors Meeting**

February 26, 2020 – 7:30 PM  
Middletown Springs Town Office

### **Official Minutes**

**Auditors present:** Melissa Chesnut-Tangerman, Juanita Burch-Clay (Nita), Sarah Grimm  
Call to order: 7:36 PM

#### **1. Minutes:**

- Minutes from the January 22, 2020 meeting were reviewed and approved.

#### **2. Agenda review and adjustment:** The agenda includes

- Discussion of activities for 2020
- Farewell and thank you to Melissa for her good work. Her last meeting is tonight.

#### **3. Updates**

- The auditors' annual report was submitted and distributed in the town's annual report.

#### **4. For the future**

- Compile the founding documents from the various trust funds and publish on the website, with a hard copy in the town office.
- Develop an auditors' handbook, with information such as list of town bank accounts, restricted funds, etc. easy to access.
- Compile information with descriptions of each of the restricted funds for easy accessibility and understanding.
- Create a web page for the miscellaneous financial information about the town and its funds, for greater transparency.
- Review Sullivan, Powers "audit report" – particularly with regard to trust funds and investments
- Consider what external audit information should be posted on the town website and how people can access the full report. Maybe the town auditors' summary and a reference to the full report in the town office.
- Work on recommendations from the Sullivan, Powers report, including following up with the new SB and the financial controls checklist.
- Continue testing finances for FY20.
- Find a new auditor to replace Melissa.

#### **5. Future Meetings and Events:**

- Town Meeting – March 2, 2020
- Auditors Meetings – March 25, 2020. April 22, 2020. May 27, 2020. June 24, 2020. No July meeting.

Meeting adjourned: 8:06 PM

Minutes submitted by Juanita Burch-Clay