

## Middletown Springs Auditors Meeting

June 24, 2020 – 7:30 PM

Middletown Springs Town Office

**Approved Minutes**

**Auditors present:** Juanita Burch-Clay (Nita), Sarah Grimm. Zoom meeting opened – Tracy Weatherhogg joined at 7:43

Call to order: 7:38 PM

### 1. Minutes:

- Minutes from the February 26, 2020 meeting were reviewed and approved by Sarah and Nita.
- There were no warned meetings in March, April, or May because of the covid-19 pandemic.

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

- Updates and reports on auditor activities
- Discussion of Fiscal Year 2020 (FY20)
- Discussion of MS First Response request for access to town EIN number for checking account

### 3. Updates

- Select Board (Sarah) – recent meetings have included lots of discussion about a new town building, discussion about the MS First Response request (see below), and grant money coming in for roads.
- Reconciliation of town accounts (Tracy) – this process has been plagued by technical difficulties. Tracy will continue to work through them.
- Copeland Milk Fund (Nita)
  - The transfer of Milk Fund funds to a managed investment account was slowed considerably by red tape, covid-19, and other factors. The funds were not transferred until April, and they are still waiting for paperwork to be completed.
  - Terry Redfield (trustee) promises a schedule of repayment for the Tarbell mortgage loan this week. He did not say if the May 15 payment was made.
  - We currently do not know the fund income and what payments will go to the town and dairy farmers. There will be a Milk Fund meeting soon.
- Copeland Cemetery Fund (Nita) – We are waiting to hear back from Alice Hoisington about fund trustees, after noting that no trustees are now listed on town website. We have asked for the fund's annual report, as there was no report was in the Town annual report in March.
- Other
  - After meeting with Patty Kenyon and Kimberly Bushnell (by Zoom), Nita has agreed to provide summary descriptions of the town trust funds and their documents for the town website.
  - Information has been shared by SB members and the Treasurer regarding the MS First Response and their financial status with regard to the Poultney Rescue Squad.

### 4. First Response request to Select Board – Discussion based on Sarah's report from SB meetings and emails from Terry R (SB), Patty K (SB), and Jenny Talke-Munyak (treasurer)

- Sarah shared details of the First Response request, brought by Carl Haynes to the SB, and we reviewed information shared by Patty K and Jenny regarding tax EIN numbers and insurance.
- The auditors do not advise allowing the FR to open a checking account using the town tax number. We do not support "Option #2", as described in Jenny's email. This opens various risks and liabilities, including financial, that would need much time and careful consideration.

- **We agree that Option #3 (by unanimous vote) – working with the Poultney Rescue Squad - seems the most practical.** We suggest that working out any tensions or issues there might be with the Poultney Rescue Squad makes the most sense.

#### **5. Review of Fiscal Year 2020 (FY20)**

- What has been done already includes
  - Taking action to do the monthly reconciliation of town bank accounts
  - Attending board meetings and reviewing board orders.
  - Work with trust funds
- What should be done next includes reviewing:
  - Individual accounts, for example: dog licenses, delinquent taxes, overweight permits, cash flow
  - Library accounts

#### **6. Review of to-do list from February 2020 - items remaining:** (List to be put at bottom of minutes and agendas in 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. (In progress)
- Create a web page for the miscellaneous financial information about the town and its funds, for greater transparency. (In progress)
- 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. (Reconciliation – in progress)
- Continue testing finances for FY20. (In progress)

#### **7. Other Business:**

- Timesheets – how to report both paid and volunteer hours.

#### **8. Next Steps**

- Nita – continue to work on trust funds. Provide trust fund info for town website. Check with Laura for names of all trustees for all funds.
- Sarah – continue with SB
- Tracy – continue with reconciliation

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

- July 22, 2020; August 26, 2020; September 23, 2020

Meeting adjourned: 8:45 PM

Minutes submitted by Juanita Burch-Clay