

## **Middletown Springs Auditors Meeting**

January 25, 2023 – 7:30 PM

Town Office

*Approved Minutes*

**Auditors present:** Juanita Burch-Clay (Nita), Tracy Weatherhogg, Sarah Grimm  
Call to order: 7:30 PM.

**1. Minutes:** Minutes from the October 26, 2022 meeting were approved.

**2. Agenda review and adjustment:** none

### **3. Report on recent auditor activities - October through January**

- **Reconciliation of town accounts (Tracy)** - Continuing problems with the computer system (printing, saving, etc.) Called and talked with NEMRC. For more help/consulting, may need to pay a consulting fee? Will check in with Jenny.
- **Select Board (Sarah)** - Budget almost done. Separate items to be voted on include sheriff, library. (Sheriff line in the budget, less than budgeted? One bill misplaced? Less coverage because of personnel?) SB members seem to be signing board orders more consistently.
- **Annual report (Nita)** - submitted final draft
- Tracy is collecting signatures to run for re-election.

**4. Approval of auditors' annual report for FY22** - Approved the Jan.6, 2023 version of the FY22 auditors' report.

### **5. Next Steps** - both ongoing and for next meetings:

- Continue with monthly reconciliation. (Tracy)
- Continue attending board meetings and reviewing documents (Sarah)
- Get policy recommendations ready to present to SB (Tracy)
- Update auditor to-do list from previous months. (At meeting)
- Revisit external audit recommendations and internal controls assessment (At meeting)
- Attend Town Meeting in March (Nita will comment on recommendations, commendations, and intent to monitor ARPA funds and town building)
- Be sure that auditor hours for July-December are submitted to treasurer.

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

- Next meetings - February meeting moved to March 1, 2023 at 7:30 PM (because of Ash Wednesday.) March meeting - March 22, 2023 at 7:30
- Town Meeting - March 6, 2023

Meeting adjourned: 8:08 PM

Minutes submitted by Juanita Burch-Clay

### To-do list from January 2021

- Town Trust Funds continue to need attention:
  - Compile the founding *documents from the various trust funds* and publish on the website, with a hard copy in the town office. (In progress)
  - Review Sullivan, Powers "*audit report*" – regard to trust funds and investments. This includes discussion of cost basis of funds.
  - Help the town funds recruit trustees, create clear annual reports, and communicate clearly. (In progress)
  
- Continue work on an *auditors' handbook*, with information such as list of town bank accounts, restricted funds, trust funds, reconciliation, etc. to support both current and future auditors.
  - 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)
  
- Continue to monitor progress on the Sullivan, Powers recommendations, including revisiting the financial controls checklist and supporting the SB in enacting financial policies. (in progress)