

Middletown Springs Auditors Meeting

March 1, 2023 – 7:30 PM

via Zoom

Approved Minutes

Auditors present: Juanita Burch-Clay (Nita), Tracy Weatherhogg, Sarah Grimm

Call to order: 7:30 PM (via Zoom)

1. Minutes: Minutes from the January 25, 2023 meeting were approved.

2. Agenda review and adjustment: none

3. Report on recent auditor activities

- **Reconciliation of town accounts (Tracy)** - reconciliation completed, with various issues as usual.
- **Select Board (Sarah)** - ARPA funds - possible use for solar panels for new town office. $\frac{2}{3}$ of towns in VT didn't meet the CLA reassessment mandates. We did. But there might be a statewide reappraisal. Elections coming up. Town office on hold for winter. (Panels being built.) Contaminated waste issue finished.
- **Town Trust Funds (Nita)** - John Weatherhogg has reported on investments for Public Monies. Also, John has been trying to get Copeland Cemetery Fund trustees to meet. Once again this year, no annual report from this fund. (Apparently, trustees are meeting tonight!)

4. To-Do List:

- Continue with monthly reconciliation. (Tracy)
- Continue attending board meetings, and reviewing and signing board orders (Sarah)
- Continue to monitor town trust funds and work toward transparency. (Nita)
- Monitor use of the ARPA funds and new town office building (throughout year)

For March 22 meeting (at town office):

- Prepare next set of financial policy recommendations to present to SB (Tracy)
- Check on status of ARPA funds
- Review the building loan and follow the movement and use of funds

For April 19 meeting (at town office):

- Revisit external audit recommendations. Make a final statement about what recommendations met and which ones not.
- Revisit internal controls assessment done in summer 2021. Review and update. (Nita to send document in advance.)

5. Other

- Nita will attend Town Meeting and will comment on recommendations, commendations, and intent to monitor ARPA funds and town building. Hopefully the Cemetery Fund will add a report at that time.

6. Future Meetings and Events:

- Town Meeting - March 6, 2023, 6:30 - online
- March meeting - March 22, 2023 at 7:30 in town office.
- April meeting - moved to April 19, 2023 at 7:30 (from April 26) in town office.

Meeting adjourned: 8:00 PM

Minutes submitted by Juanita Burch-Clay