

## **Middletown Springs Auditors Meeting**

March 22, 2023 – 7:30 PM

Town Office

*Approved Minutes*

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

Call to order: 7:35 PM

**1. Minutes:** Minutes from the March 1, 2023 meeting were edited and approved.

**2. Agenda review and adjustment:** change of agenda - we will look at internal controls checklist this month.

### **3. Report on recent auditor activities**

- **Re-election** - Tracy was re-elected as town auditor. Needs to sign the oath.
- **Reconciliation of town accounts (Tracy)** - reconciliation completed, with various issues as usual. She notices an unusual number of apparently voided checks and will follow up.
- **Select Board (Sarah)** - Herb is elected chair. Patty continues as clerk. Terry is vice-chair. Heather has resigned. Some discussion about road conditions.
- **Internal Controls Checklist (Nita)** - August 2021 checklist checked, edited, and sent to auditors, town clerk, and treasurer.

**4. Internal Financial Controls Checklist** - review of August 2021 Internal Financial Controls Checklist. To be continued at the April meeting.

### **5. 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 April 19 meeting (Zoom):**

- Continue review and update of Internal Controls Checklist
- Revisit external audit recommendations. Make a final statement about what recommendations met and which ones not.
- Prepare next set of financial policy recommendations to present to SB (Tracy)

### **For May meeting**

- Check on status of ARPA funds
- Review the building loan and follow the movement and use of funds

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

- April meeting - moved to April 19, 2023 at 7:30 (from April 26) by Zoom
- May meeting - May 24, 2023

Meeting adjourned: 9:00 PM

Minutes submitted by Juanita Burch-Clay