

## **Middletown Springs Auditors Meeting**

April 19, 2023 – 7:30 PM

Zoom

*Approved Minutes*

**Auditors present:** Juanita Burch-Clay (Nita), Sarah Grimm. Tracey Weatherhogg (late)

Call to order: 7:35 PM

**1. Minutes:** Minutes from the March 22, 2023 meeting were edited and approved.

**2. Agenda review and adjustment:** No changes.

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

- **Reconciliation of town accounts (Tracey)** - reconciliation done. Still checking on voided checks from last month.
- **Select Board (Sarah)** - two candidates for open position - James Reed and Peter Stevenson. SB chose Peter Stevenson. James will take on some other positions. Talk about speed limit and signs. Planning commission appointed Tasha Turan, so now three people. First loan payment for town office. Town clerk working on yearly reporting for ARPA funds. Library appointed Maureen McCormack. Copeland Milk appointed Chris Fenton.

**4. Internal Financial Controls Checklist** - continue review of August 2021 Internal Financial Controls Checklist combined with review of report from external audit.

**From report on “schedule of deficiencies”** - Last updated in April 2021. To follow up -

- Check on library monthly reconciliation reports (Nita)
- Check with library treasurer about “revenues not netted with expenditures” on grants (Nita)
- Check for an updated procurement policy (Tracey)

In summary, the town has responded to all the external audit recommendations and has made numerous changes and updates. Also, decided on no action in some cases, and is in progress for others. Overall, has used the information responsibly to ensure the town’s fiscal health. As in the town auditors’ annual report, we recommend another external audit after completion of the new town building.

**More on Internal Financial Controls Checklist** - Reviewed the full document, continuing from March 22.

- Tracy will check on the purchasing and procurement policy. Does it need updating? Does it include cash handling, credit cards, etc? She will also make a list of other policies recommended.

Other recommendations -

- Check on G.8 - reconciliation of taxes and the grand list. How can this be done?
- Check on insurance review for property and equipment, as well as inventory, and approved vendors list.

**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 May meeting**

- Check on status of ARPA funds
- Review the building loan and follow the movement and use of funds
- Look at policy recommendations (Tracy)

**7. Future Meetings and Events:**

- May meeting - May 24, 2023

Meeting adjourned: 9:00 PM

Minutes submitted by Juanita Burch-Clay