

Middletown Springs Auditors Meeting
October 30 2023 – 7:00 PM
Zoom
Approved Minutes

Auditors present: Juanita Burch-Clay (Nita), Tracy Weatherhogg. **Absent:** Sarah Grimm,
Call to order: 7:07 PM

1. Minutes: Minutes from the August 23, 2023 meeting were edited and approved. (Note: The September meeting was cancelled. Auditors had two sessions for routine administrative matters on the treasurer's report instead.)

2. Agenda review: No changes.

3. Report on recent auditor activities

- **Reconciliation of town accounts (Tracy)** - went smoothly, except for printing issues at home. (Jenny able to print in office.)
- **Annual auditors' report:** two administrative work sessions reviewing the treasurer's report
- **Auditors' report (Nita):** prepared template for annual report, FY23

4. Auditors' Annual Report - FY23: Work on first draft

For the next meeting: Tracy will follow up on policies. Nita will follow up on trust funds. Hours need to be given to Nita. For Sarah - a question about building meetings, and board orders signed by all. From Jenny-updated balance sheet needed.

9. 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)

10. Future Meetings and Events:

- Next meeting - Nov. 27, 2023 - Auditor report work

Meeting adjourned: 8:26 PM

Minutes submitted by Juanita Burch-Clay