

**CHARLOTTE TOWN AUDITORS**  
**Minutes of the**  
**Annual Meeting, Monday, March 25, 2013**  
**At the Charlotte Town Hall**

Present: Auditors Robert Mack, Peter Trono and Nancy Wood.  
Other: Selectboard Chair Charles Russell

The meeting was called to order at 3 p.m.

Election of officers - Robert Mack moved to nominate Nancy Wood as Chair, Peter Trono seconded. Unanimous vote in favor. In the absence of a secretary, Wood agreed to continue to prepare agendas and minutes and update the Auditors' pages on the Town website.

Other Business: Minutes of the March 11, 2013, meeting were approved.

Recommendations were discussed to present to Selectboard at the March 25, 2013, meeting.

- Renewal of contract with independent auditor Batchelder Associates, PC, after fiscal year 2013: Wood said she was generally satisfied with the work done by Batchelder for the last two years. Russell indicated there have been issues of responsiveness and poor writing skills. Auditors agreed to recommend that the Selectboard add to their 2013 work plan consideration of an RFP for the fiscal 2014 audit before signing a contract with Batchelder for work after F 2013.
- Involvement of Town Auditors in the contract negotiations with CVFRS as it relates to accounting: Russell indicated that Ellie Russell has been appointed the Selectboard representative on the CVFRS Corporate Board, and that talks have started on the negotiations over a legal document between the Town and CVRS. C. Russell said he would present to the Selectboard that evening a list of potential areas to be included in the legal agreement. Mack asked when the Town Attorney would be involved, suggesting sooner rather than later. Also questioned was goal for when the agreement would be completed. Auditors requested the opportunity to be involved in the areas that involve financial reporting and accountability to the taxpayers. Wood presented a budget format that she is working on that would give the Selectboard and

voters a clearer idea of the overall CVFRS financial position than has been available in the past.

- Discussion moved to the process for approval and payment of invoices by the Town, including from CVFRS. Mack said that whoever orders an expenditure should be expected to sign off on it. The current process was reviewed with Russell. It was agreed that a comparison to budget report would be helpful and that there should be a formal process of periodic reporting to the Selectboard by the various departments and committees, at least quarterly for the larger ones. Also discussed was the process for reviewing RFPs and contracts.

At 4:10 p.m. the meeting was adjourned to 8 p.m. in the evening at the Selectboard meeting for discussion of the above issues with the full Selectboard.

Meeting reconvened at 8:45 p.m. with all auditors present when Selectboard took up the auditors' issues. Auditors presented suggestions from earlier meeting. Patrice Machavern suggested that the Town use purchase orders to document expenditures. Ed Sulva said he likes the approach CVFRS is using now. Bonnie Christie outlined the approach used by the Library Trustees: treasurer Vince Crockenberg prepares a monthly statement comparing year-to-date expenditures and revenues with their budget. Mack said that Treasurer Mary Mead can do a statement that indicates the percentage of budget spent for each account. Machavern asked the auditors about the status of direct deposit of paychecks – a recommendation for the Town by Batchelder. Ellie Russell said she would pursue.

At the end of the discussion the Selectboard asked the auditors to provide specific examples and recommendations for the approval/payment process and C. Russell also requested that the checklist for internal controls provided by VLCT be gone through.

The date of the next Auditors' meeting was set for Monday, April 8, 2013, at 3 p.m.

The meeting was adjourned at 10:15 p.m.

*Minutes approved April 8, 2013*