

Minutes
CHARLOTTE TOWN AUDITORS
Meeting
Wednesday, May 14, 2014 at 3:00 p.m.
Charlotte Town Hall

Town Auditors Present: Jenny Cole, Peter Trono, Nancy Wood

Others: Mary Mead, Lane Morrison, Matt Krasnow

The meeting was called to order at 3:00 p.m. by Chair, Nancy Wood.

Approval of Minutes: Minutes for the April 16 meeting were approved.

Town Report Process

Mary Mead answered questions about the process for putting together the Town Report. It is anticipated that the Auditors will take over this task. Financial information covers the last fiscal year. Vital records and most committee and commission reports are for the calendar year. Mary starts putting information together in September. She notifies people of the deadline for submitting reports. Publication must be in time to meet requirements for warning Town Meeting. Charlotte School information is sent complete and ready to add to the report. The Town audit is sent in pdf format. Accura Printing in Barre has been the lowest bidder for printing in recent years at a cost of \$4000-\$4500. The Town Report is distributed about two weeks before Town Meeting—bulk mailing and not mailed out of state. Creating an electronic version and posting it on the Town web site was discussed. Mary thought this would be useful for agencies requiring a copy of the report.

The Town budget format was discussed. It was agreed that the current format is clear and easy to follow. Mary puts information from the budget into NEMRC in July.

The contacts page is updated. Nancy noted that in the past, the report included a map of town roads.

Jenny will talk to Britney Tenney about program options for creating the file.

Financial Policies

Lane is continuing to work on a purchasing policy. Dean is setting up the first meeting with Fred Duplessis, Sullivan, Powers & Company.

There was discussion of who creates forms, Selectboard approval of forms and including forms in financial policies and procedures.

Payment of contractors was discussed. Contractors' bills will be submitted to Dean/Town Administrator. He will submit bills to Mary with contract information and terms of payment.

Capital Assets

Nancy reported that R.F. Lavigne is no longer in business and their records are no longer available. The capital assets list included in last year's audit is incomplete. It appears that Thompson's Point was omitted. Nancy had copies of old lists, one compiled by Dean being closest to the original list. There was a list of assets in the 2004 Town Report.

Charlotte Fire and Rescue will come up with its own capital assets schedule.

A new and complete Town list will need to be created. The Selectboard is responsible for management and may delegate the task to another. Nancy suggested that the Independent Auditor assist with compiling the list. Once done, it would be updated each year. Peter stated that he feels that the Town owns information from previous audits, and we should talk to Fred Duplessis about the transfer of paperwork from Batchelder. This transfer of information could be stipulated in the contract with auditors.

The Auditors meeting was adjourned at 4:20. (Motion by Peter, second by Jenny, vote 3-0)