

Draft Minutes
CHARLOTTE TOWN AUDITORS Meeting
November 29, 2016

Town Auditors Present: Jenny Cole, Peter Trono, and Jason Pidgeon

The Meeting was called to order at approximately 5:15pm.

A brief discussion of what should be had regarding the Fraud and Internal procedures policy, and using the mistakes or challenges of the past for outlining the procedures and policies.

Peter T. – It would be good to look at the Trustee of Public Funds account(s) relating to the cemetery to see if there are any of those funds can be used for capital improvements.

Jenny C. – We should document our review in the minutes, thus making a statement.

Peter T. – Statement: We are satisfied with the outcome of the Cemetery Commission's changes, and will use this experience as a lesson to learn for future committee reviews. We need to give the new committee time to learn their role.

Jenny C. – Ultimately, the outcome of the audit of the Cemetery Commission, provided a lot of insight into the process and challenges that committees face, and the changes that may be necessary in the Purchasing Policy.

Peter T. – Again, we should look to audit other committees, as it's helpful to become familiar with other committees.

Jenny C. – the audit of other committees helps you understand what these committees are doing.

Jason P. – Is there an aggregator (understanding similar expenses) for similar committee expenses? Would it be helpful for the budgets to be delivered by committees in a consistent manner? (i.e. All committees use the same format.)

Peter T. – Can this be controlled with a preferred vendor list for specific items?

Jenny C. – Doing a vendor list may make for challenges with certain items, such as mowing inconsistencies with the Cemetery Commission.

Jason P. – It would be helpful to Mary to not have to track a number of payees, monitoring insurance, etc. and using less vendors.

Jenny C. – check with Mary to see if she has any issues, and could it be helpful for Mary to have more consistency with committee budgets, vendors, etc.

Jenny C. – More frequent meetings with all committees, would allow sharing of information.

Jenny C. – Spoke with Mary about getting committee information for review by the Auditors. Also, Mary indicated we won't be getting a cash register for the Town, and Rick Sullivan agrees that it won't be in the report next year. Mary does not want to do anything with investing of funds, it keeps the funds safe and the return/risk isn't worth it.

Jenny C. – Will be putting together a Town Report for Dean to review by the other Auditors. Dean wants the report by 11/30/16, but that likely won't happen.

Jenny C. – We will meet on 12/6/16 at 5pm review the General Fund and we'll look to review a small fund as well.

Jenny C. – Motion to Adjourn
Jason P. – Second
Vote 3-0 (Yea)

Meeting Adjourned at 6:30pm.