

DRAFT - CHARLOTTE TOWN AUDITORS
Minutes of the August 14, 2012, Meeting
Location: Charlotte Town Hall

Present:

Town auditors Patrice Machavern, Chair, Nancy Wood and Nancy Sabin

The meeting was called to order at 10 a.m.

Status Review: Machavern reported that Town Treasurer “Mary Mead has done a fantastic job eating away at aged, unprocessed outstanding checks.” There were 50 checks outstanding, now down to four older than calendar year 2012 totaling \$145.46, and just three during early 2012. No checks have had to go to the state. Machavern is reviewing the monthly reconciliation of the General Fund bank account. She said there are minor discrepancies that Mary will discuss with Bonnie Batchelder, CPA.

Division of Responsibilities: Machavern will continue to work with the General Fund, and Wood will regularly review the Capital Reserve Fund, and, at least once, all of the other Special Accounts.

Internal Controls Questionnaire: The state has provided a lengthy internal controls questionnaire that Machavern provided for discussion. It was agreed that Machavern will review current policies and request that the check list be filled out by the Selectboard and Town Treasurer. She will also follow up on the creation of a Town Auditor’s space on the Town website.

ACTION - Payroll: On a motion by Wood, seconded by Sabin, there was a unanimous vote to give Machavern authority to explore with Charles Russell and Mary Mead how the Town can use direct deposit and possibly use the Chittenden payroll service, in order that there be no question about the segregation of duties related to processing payroll and signing paychecks.

Calendar for 2012: A meeting on October 30, 2012, at 10 a.m. was added for review of the Town Audit and Special Accounts.

ACTION - Nancy Sabin Resignation: Sabin submitted her resignation as a Town Auditor because she has moved to Monkton. On a motion by Machavern, seconded by Wood, there was unanimous vote to accept Sabin’s resignation with regrets and best wishes.

The meeting was adjourned at 11:17 a.m.

Respectfully submitted,
Nancy Wood, Secretary
October 23, 2012

