

**Minutes**  
**CHARLOTTE TOWN AUDITORS Meeting**  
**Wednesday, March 25, 2015 at 5:00pm**

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

Others: Christina Booher, Charles Russell, Lane Morrison and Mary Mead

The Meeting was called to order at 5:12pm.

The meeting was opened up for public comment. Lane Morrison provided an update from the Select Board, on three (3) items:

- ❖ Would like to see Auditors work on updating current policies and help with creation of new policies (i.e. Purchasing Policy)
- ❖ Insure changes occur that match up with 2014 Audit recommendations.
- ❖ Lane showed the Town Auditors a Key Control Systems document that was provided by Sullivan & Powers. The document is used by Sullivan & Powers when auditing internal controls. It should be looked at as a good framework for internal controls and procedures.

The Auditors had a discussion on the proposed Purchasing Policy. Items for proposed changes and notes for discussion will be provided to the Select Board meeting on Monday March 30, 2015. The meeting will be warned as a joint meeting for the Select Board and Auditors.

Minutes from the joint meeting will be posted as part of the Select Board minutes of March 30<sup>th</sup>.

Next Regular meeting is scheduled for April 15<sup>th</sup> at 4pm. The meeting agenda will be posted, but will include reconciliation at the beginning of the meeting.

Jenny Cole made a motion to adjourn, seconded by Jason Pidgeon. (Vote 3-0)

Meeting was adjourned at 6:34pm.