

Minutes
CHARLOTTE TOWN AUDITORS
Meeting
Wednesday, April 16, 2014, 3:00 p.m.
Charlotte Town Hall

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

Others: Sharron Balaban, Lane Morrison, Charles Russell

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

Approval of Minutes: Minutes for the March 24 meeting were approved.

The group discussed drafting of Town financial policies. Jenny put together an outline (attached) after gathering information from various sources—past discussions regarding policies, existing draft policies and forms, examples from other towns, and information from the Vermont League of Cities and Towns.

Lane Morrison has been working on the purchasing policy. Charles Russell suggested separating requisition from the bidding policy. Further discussion included current practices in use, standardization of purchasing forms and broad guidelines that apply to everyone, annual orientation for committees, and when and how the draft policies should be reviewed by the Independent Auditor or the Vermont League of Cities and Towns. Ellie Russell is working on personnel policies, with a 60-90 day time frame for completion. Personnel Policies will address salary and wage rates, approval of salaries by the Selectboard, and giving salary information and employment letters to the Treasurer. Lane thought that financial policies could follow the same timeline, with completion of a draft in May. Lane will continue to work on the purchasing policy. Charles, Jenny and Dean will work with Mary Mead on the policy regarding internal controls.

Forms for purchasing and reimbursement were discussed. Departments and committees are using different forms, and use of the sales tax exemption form is inconsistent. Sharron suggested a form similar to one used by the Senior Center. She agreed to draft a standard form that could be used by all committees and departments. There is a purchase order system in NEMRC. NEMRC training was briefly discussed.

There may be some existing Town policies in a notebook in the Town Clerk's Office.

There was further discussion about what policies to include in the draft. Suggestions included the purchasing policy (purchases and bid process), a policy regarding internal controls, Trustees of Public Funds investment policy, carry-over or fund balance reserve policy (to state what is done if there is a surplus at the end of the fiscal year), and a credit card policy. The Charlotte Library will be obtaining a credit card and may establish their own policy. Lane suggested having a Town policy, even though other departments may have individual requirements.

Nancy spoke with Mary Mead about preparation of the Town Report. The Auditors will meet with Mary to discuss the report at a future meeting.

The next meeting of the Board of Auditors was scheduled for Wednesday, May 14 at 3:00 p.m. This will be a follow-up on financial policies and discussion of the capital assets list. Nancy will check with Ellie Russell, and will contact the auditing firm, R.F. Lavigne, to see if they can provide the list from an earlier audit for Charlotte. Status of the transfer of vehicles to CVFRS was discussed. It is anticipated that the transfer will be done before June 30 and there will be no payment of sales tax.

The Auditors meeting was adjourned at 4:36. (Motion by Peter, second by Jenny, vote 3-0)