

CHARLOTTE TOWN AUDITORS

Minutes of the Monday, March 11, 2013, meeting at the Charlotte Town Hall

Present: Town auditors Robert Mack, Peter Trono and Nancy Wood

Meeting convened at 3:05 p.m.

Annual Meeting: The date of the Annual Meeting of the new board was set for Monday, March 25, 2013, at 3 p.m. at the Town Hall. The agenda will include the election of officers, preparation for meeting with the Selectboard that evening and other business.

Discussion of responsibilities of elected Town Auditors and agenda for 2013: The group reviewed what information is available about the role of elected auditors, including the VLCT Handbook and internal controls checklist. The program for the April 3 VLCT Town Officers Conference was reviewed and determined not to be specific for auditors.

Reappointment of the independent auditor, Batchelder Associates, was discussed. A few issues had been raised during discussions of the Charlotte Volunteer Fire & Rescue Services (CVFRS) Five-Year Audit about the quality of the document and timeliness of delivery of year-end adjustments. However, Wood reviewed the history of the Town's relationship with two prior independent auditors and pointed out the high quality of Batchelder's annual auditing work for the Town and CVFRS for the last two years and the benefit of having continuity of auditor for at least one more year. It was noted that Batchelder has offered to do a pre-audit review at the end of June that will aid the Selectboard in setting the tax rate during the summer. It was agreed the Town Auditors would recommend to the Selectboard that they renew the contract with Batchelder for the 2013 fiscal year.

Involvement of Town Auditors with CVFRS contract with the Town: The group agreed that there should be representation of the Board of Auditors in the negotiations between the Town and CVFRS, especially as it relates to future accounting practices and follow up to the recommendations made by the independent auditor. It was also suggested that one of the Town Auditors should serve on either the CVFRS Corporate Board or Citizens Advisory Committee.

Process for payment of Town bills: There was discussion of how payment of invoices to the Town is authorized. Mack described how committees used to be expected to come to the Selectboard with invoices for larger amounts and a copy of the minutes describing the appropriation for the funds, to be approved and reconciled before submittal to the Town Treasurer for payment. The group agreed to review current practices and make recommendations to the Selectboard.

Accountability of Nonprofit recipients of town funds: There was discussion about the process of choosing charities for donations by the Town and the method of accounting for how the money is spent.

It was agreed to request time on the March 25, 2013, Selectboard agenda to discuss and present recommendations by the Town Auditors, to be finalized at the 3 p.m. meeting that afternoon, related to renewing the Batchelder contract, representation in the negotiations with CVFRS and the process for payment of invoices.

The meeting was adjourned at 4:10 p.m.

Elected Town Auditors: Robert Mack, Peter Trono, Nancy Wood