

MINUTES
Charlotte Town Auditors

Friday, February 22, 2012, Meeting at the Charlotte Town Hall

Present: Patrice Machavern, chair, Nancy Wood, secretary

Others: Town Treasurer Mary Mead, Selectboard Chair Charles Russell

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

Status Review: Machavern indicated that review of bank reconciliations of the Town's General Fund account will be completed by Town Meeting day.

CVFRS audits: Final versions by Batchelder Associates of the FY2012 annual audit and the five-year three-part special audit of Charlotte Fire & Rescue Services, and associated recommendations, were reviewed. There was discussion with Mead and Russell about the pros and cons of future bookkeeping at the Town Hall or at the Fire Station, specifically, how to maintain accountability to the Selectboard. Mead expressed a preference for having all of the financial accounting conducted by the Town; Russell indicated that this requires agreement through a formal contract between the Town and CVFRS.

Action: By unanimous vote, the audits were accepted.

Other business:

Misconceptions about role of elected auditors: Wood suggested that the auditors clarify a number of misconceptions about the role of the elected auditors that were raised at the Candidate's Night on February 19. It was agreed that a letter would be written to Front Porch Forum and *The Charlotte News* addressing the difference between roles of the unpaid elected auditors and the paid independent professional auditors hired by the Selectboard, training for elected auditors, other roles of the elected auditors, the new auditors web page on the town website and the expected timing of completion by CVFRS of the independent auditor's recommendations.

CVFRS financials: At the request of Machavern, Mead provided up-to-date financial reports on the current status of the operating funds account of CVFRS, including patient billing revenue. The handling of patient billing is in transition, with the deposits of patient revenue being changed from what has happened in the past (divided among the CVFRS operating account, the Town General Fund and the Capital Fund) to all being deposited directly into the TD Bank Account of CVFRS, with monthly payments to the Town. Machavern will request from CVFRS YTD financials for the Special Funds account that are not yet consolidated on one platform with the operating funds account.

Town Budget accounting: The auditors discussed with Russell the advantages of including budget numbers for property tax revenues in the Town financial reports, with separate listing of the Municipal revenues from the Education revenues from the state education tax.

The meeting was adjourned at 11:30 a.m. to February 25, 2013, at 3 p.m. for a work session on posting information to the Auditors webpage.

Respectfully submitted,
Nancy Wood, Secretary