

Minutes of the Auditors' Annual Meeting
June 21, 2016
Town Clerk's Office

Our annual organizational meeting started at 6:33pm.
Attending were: Walter Reed, Susan Oliveira, Deb Healey

1. It was agreed Deb Healey would act as Chairperson until July 1, 2017.
2. Upcoming audit tasks:
 - Procure a copy of the Selectboard's newly approved Personnel Policy and perform a payroll audit.
 - Review the municipal tax rate when available after 7/1/16.
 - Review recent travel reimbursements to see if they are paid at the Federal rate.
 - Determine the actual dollar reduction (or increase) of the 4/1/16 assessed property values after grievances are settled. Talk with Justice Devries to better understand this process.
 - Review bank reconciliations process and determine if they are current.
3. Send a brief report to the Selectboard on our findings of the audit checklist performed 4/14/16.

The meeting was closed at 7:38pm.

Respectfully submitted,

Deb Healey

Susan Oliveira

Walter Reed