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May 16, 2014

## Town of Huntington

### Board of Auditors

#### Minutes of Meeting Held on April 23, 2014

- 1) All Board members in Attendance: Patty Baumann, Pam Hart and Lucinda Hill

The meeting was called to order by Lucinda Hill at 6:00 PM

- 1) Lucinda Hill, Board Contact Person serving as the Chair
- 2) Pam Hart serving as the Recorder
- 3) Public attendance: Heidi Racht joined our meeting later
- 4) Notes from Town Meeting, March 4, 2014, regarding the Annual Report
  - Have an Energy Committee Report in the AR
  - General Fund Balance Spread Sheet & Statements?
    - a) Reimbursement checks added to the General Fund Budget?
    - b) FEMA money received
  - BPMS Hot Lunch/Breakfast Account will moved to the School Report section with a summary.
  - The Table of Contents will have a few changes
  - More explanation on BPMS salaries and Assessments needed
  - CESU Central Office Assessment-Cost allocations-BPMS vs CHMS
  - Capital Plan for BPMS included in the AR?
- 5) Annual Report-Past Year Review: Our Annual Report went quite well again this past year. Thanks to everyone who had time involved. Lucinda will respond to a few emails we received from people who had questions, concerns and new ideas for the future Annual Reports.
- 6) Annual Report Planning for FY ending 2014:
  - a) Our Project Plan needs be more specific in some areas.
  - b) FIRM word limit of 750 for narratives.
  - c) Committees, Commissions and Boards need to have their narratives, other reports and financial information submitted by the deadlines stated on the project plan.
  - d) Suggestions were made for the next AR theme. TBD this coming fall.
- 7) Auditor Task Review & Update: The tasks for each Auditor will remain the same. Lucinda is the contact person and coordinator, Pam generates the Table of Contents and proofs the narratives and Patty checks and balances the spreadsheets and financial reports.
- 8) Open Discussion: There is a possibility, if space is available, of adding the Zoning Permits and an Index in the next AR. The newspaper version of the

Annual Report is the "Official" Town Report that is mailed to each home. We are fortunate to have a very nice archival report designed by Heidi, our Town Clerk. Pam Alexander, our Animal Control Officer, loves all animals and works to keep them and our citizens safe. We should be proud of the job she does.

The next Board meeting is TBD at a later date.

This meeting adjourned at 8:00 PM

Minutes prepared by Pam Hart, May 8, 2014

Minutes approved by the Board of Auditors May 15, 2014

Approved minutes forwarded to the Town Clerk for recording on: May 15, 2014