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September 3, 2015



TOWN OF HUNTINGTON

Meeting Minutes

Of the Board of Auditors

Thursday 27 August 2015 @ 6:00 PM

@ 155 Huntington Woods Downstairs - Basement Entrance

Agenda:

1. Select Chair for meeting.
2. Select Recorder for minutes.
3. Recognize public in attendance
4. Old business:
 - Minutes & follow-up (if applicable)
5. New Business:
 - Review Annual Report 2014
 - Word limit: Is a 750 word limit still too large? Should we limit to 500 words?
 - Review of suggestions/recommendations proposed
 - Auditor Budget for 2015 (due Oct 01)
 - Review proposed spreadsheet
 - Discussion & Approval
 - Review of purpose and oversight: Reference VLCT Handbook for Auditors
 - Statutory duties and responsibilities as outlined
 - Annual Report Planning: Preliminary Work:
 - A. Review & Update Project Calendar to coincide with SB timeline
 - B. Review Table of Contents & AR theme
 - C. Review/Revise initial letter for AR reports
6. Open Discussion
7. Schedule next meeting & set Agenda
8. Adjourn

Minutes:

1. The meeting began at 6:03 PM. Lucinda Hill was selected as Chair for the meeting.
2. Patty Baumann was selected to be the recorder.
3. Brent Lamoureux, Delinquent Tax Collector was in attendance.
4. No changes or discussion were felt necessary.
5. New Business:
 - Annual Report Review 2014 – past year
One comment regarding the 750 word limit was received. The Commission commented that they would prefer the word limit be higher, but the Board decided that the word limit would remain at 750. News & Citizen, the printer of the newsprint edition of the Annual Report is closing at the end of August. Changing to another printer could result in an increased cost for the newsprint edition. If this is the case, the word limit may have to be reconsidered to keep costs down. The word count of several reports from last year were compared, and in many cases the reports would fit a 500 word limit.

Brent Lamoureux asked just what the Board needed from the Delinquent Tax Collector for the Annual Report. Discussions with the professional auditors brought out that portions of the Delinquent Tax Report from previous years exceeded what was needed/required. The Board decided that 2 charts that had previously been included would no longer be reported. Brent felt that he could represent his work adequately with the remaining charts.

The following comments (summarized) were received and discussed:

1) A request was made that the Table of Contents be alphabetized to aid in the use of the Annual Report as a reference document throughout the year.

The Board feels that alphabetizing the Table of Contents is not appropriate and that people are free to produce an index appropriate to their needs/uses as they see fit.

2) A comment was made that the reorganized sections were confusing as to content—why reports were placed in one location or another, and in what order they were placed.

The Board extensively discussed further reorganization of the Annual Report to reflect the statutory responsibility of the Board of Auditors regarding the Annual Report (24 VSA):

§ 1683. Contents of report

(a) The report shall show a detailed statement of the financial condition of such town for its fiscal year, a classified summary of receipts and expenditures, a list of all outstanding orders and payables more than 30 days past due, and show deficit, if any, pursuant to section 1523 of this title and such other information as the municipality shall direct. Individuals who are exempt from penalty, fees, and interest by virtue of 32 V.S.A. § 4609 shall not be listed or identified in any such report, provided that they notify or cause to be notified in writing the municipal or district treasurer that they should not be so listed or identified.

“The town auditors must prepare and publish an audit report that reviews the accounts of the town’s treasurer, Selectboard, tax collector and other municipal officials who submit bills for expenses to the town for payment on a monthly or annual basis. This report provides taxpayers with detailed information about the town’s financial status.” -VLCT Handbook for Locally Elected Auditors, April 2008

The Board also discussed that reports may appear in any order depending on layout requirements to optimize use of space and reducing cost.

The Board also discussed addition of subheadings to designate reports from officials, departments, or organizations that either are or are not supported by tax dollars from the Huntington budget.

3) A preference for placement of both the School Meeting and Town Meeting Warnings printed at the end of the Annual Report was presented to the Board.

The intention of the Board in reorganizing the Annual Report into sections was to have related materials into each section in an effort to ease the use of the Report during the meetings. The newsprint edition is the one that is used during the meetings and the Board worked to create separate sections that could be used during each of the two meetings. We received verbal comments at the ends of the meetings last year from townspeople who appreciated the ability to separate the sections. For this reason, the Board will keep the Warnings with the financial

material that will be discussed during the meeting.

- Auditor Budget for 2015 (due Oct 01)
Lucinda Hill will work on the budget for the upcoming fiscal year. Due to the closing of News & Citizen, of which we learned in mid-August, information regarding alternative printing will need to be gathered before the Board will feel secure about proposing their budget. Lucinda's work will be distributed via email for comment and approval from the other Board members.
- Review of purpose and oversight: Reference VLCT Handbook for Auditors
The Handbook was reviewed during the discussion about reorganization and presentation leading to refining the reorganization to take care that the Annual Report reviews the accounts of the town's treasurer, Selectboard, tax collector and other municipal officials.
- Annual Report Planning: Preliminary Work:
 - A. Review & Update Project Calendar to coincide with SB timeline
Patty will correlate the Board of Auditors' Project calendar (prepared 7/14/15) with SB timeline (received 8/26/15), update as needed, and distribute via email for comment and approval from the other Board members.
 - B. Review Table of Contents & AR theme
The Board worked on reorganizing the Report and changing headings and subheadings. Work will continue during subsequent work sessions by the board.
The theme for the next Annual Report was discussed and the decision was made to focus on Huntington artisans in the next Report.
 - C. Review/Revise initial letter for AR reports
Lucinda will update the letter with appropriate deadline dates and word limit information, then the letter will be distributed via email for comment and approval from the other Board members.

6. Open Discussion

The Board reviewed the research regarding the need for an annual professional audit. Patty will forward to the following with the Board's recommendation that Town continue to contract for an annual professional audit continue: Selectboard members, Town Administrator, Town Clerk, and Town Treasurer.

7. The next meeting of the Board of Auditors will be a working session on 10/22/15 @ 6 PM, 155 Huntington Woods.

8. The meeting was adjourned at 8:30 PM.

Board Members:

Patricia Baumann @ 434-3209

Pam Hart @ 434-3688

Lucinda W. Hill @ 434-4223

Minutes prepared by Patrician Baumann – August 28, 2015

Minutes approved by the Board of Auditors – September 3, 2015

Approved minutes forwarded to the Town Clerk for recording and posting on: 09-03- 2015 via e-mail

Cc: Town Administrator 09-03-14 via e-mail