

TOWN OF HUNTINGTON

Board of Auditors

Members: Patricia Baumann, Lucinda W. Hill, & Marilyn Hinsdale *Ex-Officio: Pam Hart*

11-17-16 Meeting Minutes

Meeting called to order @ 6:03

1. Chair: Marilyn Hinsdale
2. Recorder: Patty Baumann.
3. No public in attendance – Heidi Racht joined us at 6:45

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FOR RECORD
DATE

[Signature]
November
20, 2016



4. Old business:

- Minutes of 05-12 recorded – no questions or comments
- Monthly Reconciliations of financials – Andrea Ogilvie will continue.

5. New Business:

- Review Annual Report for year ending June 30, 2015
 - Word limit: Discussion of 750 word limit (Average last year was 422 per spreadsheet compiled by Lucinda).
 - Review of suggestions/recommendations proposed – discussion regarding Artisans to be included as well as dedication, and commemorations.
- Auditor Budget for 2017-2018 (due Oct 01)
 - Spreadsheet submitted by pqb (approved by e-mail) – formally accepted.
 - Also noted the inquiry regarding professional services was resolved by pqb in e-mail to Selectboard via Town Administrator.
- Review of purpose and oversight: Reference VLCT Handbook for Auditors
 - Statutory duties and responsibilities as outlined
 - Internal Audit Review (report by MH & LH)
 1. Marilyn Hinsdale detailed the results of our meetings and checklists completed with the Town Administrator, Town Clerk, & Town Treasurer which found no inconsistencies to be addressed at this time.
 2. Plans are to continue with meetings and checklists with the Board of Listers and Assistant Clerk/Treasurer, PR/Accounting Clerk in January at mutually agreeable times.
- Annual Report Planning: Preliminary Work:
 - Reviewed Project Calendar - (pqb) Update to be e-mailed for Auditors to review and respond.
 - Review Table of Contents – postponed for later work session – P. Hart to assist.
 - Reviewed and revised request letter for AR reports – L. Hill to send with e-mail 11-21.

6. Open Discussion – SB Appreciation Coupon – will redeem at next warned meeting. **Thanks SB!**

7. Next warned meeting Saturday, January 14th @ 11 AM. Interim work sessions TBD as needed.

8. Adjourned @ 8:15 PM.

Respectfully Submitted: Lucinda W. Hill (for Patty Baumann) 11-23-16

Approved: pqb 11-24, PH 11-24, MH 11-28

Submitted to Town Clerk for recording: 11-28-16

Cc: Town Administrator for SB 11-28-16