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**TOWN OF HUNTINGTON**  
**Minutes from the Meeting of the Board of Auditors**  
**Thursday, August 24<sup>th</sup>, 2017 @ 5:30 PM**  
**Town Office – Upstairs**  
**Annual Report “Wrap-up” Meeting**

Called to order at 6:12 PM.

**Agenda:**

1. Select Chair for meeting.—Lucinda Hill
2. Select Recorder for minutes.—Patty Baumann
3. Recognize public in attendance—No public was in attendance.
  
4. Old business:
  - Minutes & follow-up (if applicable)--NA
  
5. New Business:
  - Review Annual Report for year ending June 30, 2016
    - Word limit: Discussion of 750 word limit (2016 Avg. = 578.5)  
--There was discussion about how well the word limit has been working. The decision was to keep it the same (750). To decrease printing costs we would have to decrease the size of the reports enough to eliminate 2 pages and it was decided that that was not realistic.
    - Review of suggestions/recommendations proposed (if any)  
--There were no complaints/suggestions/recommendations received.
  
  - Auditor Budget for 2017-2018
    - Review submitted budget  
--The budget was reviewed.
    - Note change in Purchases Services i.e. Professional Auditors  
--This change had been suggested several times to reflect the board responsible for hiring the professional auditors. The Board of Auditors do not contract with the professional auditors, the Selectboard does that, so the costs for the professional auditors now appear as a line item in the Selectboard budget (as of 01 Jul 2017).
    - Other budget discussion i.e. 2018-2019 numbers  
--Quote from Repro Graphics received (archival copies, \$965). The Board will compare this with last year's cost. We will need to consider this when proposing

the new budget.

- Review of purpose and oversight:
  - Note VLCT draft handbook in process (MH)  
--No noticeable deficits in the draft. The presentation seems more usable.
  - Statutory duties and responsibilities (review next meeting?)  
--This will be reviewed at the next meeting, as we kick off the new Report.
  - Internal Audit Review Progress (report by MH & LH)  
--This will be an ongoing process. The plan is to finish up this round with a review of the Cemetery and Library Trustees. These two groups are the only ones other than the Selectboard who may issue warrants for payments independently. A report of the internal audit will be completed, and the report will be submitted to the Selectboard for review.  
--Following the internal audit, it was suggested that the Board recommend some Team Building exercises for the staff.  
--Per the new VLCT draft handbook for Auditors, the Board will review (Selectboard procedures and responsibilities using the handbook checklist.
  
- Annual Report Planning: Work Sessions TBD & Assignments
  - A. Project Calendar --pqb
  - B. Table of Contents --MH
  - C. AR theme discussion --continue with Artisans
  - D. Initial request letter --LWH

6. Open Discussion

7. Schedule next meeting & set Agenda

--This will be arranged through an email discussion

8. Adjourn --at 7:40 PM

Board Members:

Patricia Baumann @ 434-3209

Lucinda W. Hill @ 434-4223

Marilyn Hinsdale @ 434-3168

*Ex-Officio: Pam Hart*

*Minutes prepared by Patrician Baumann – August 29, 2017*

*Minutes approved by the Board of Auditors – September 1, 2017*

*Approved minutes forwarded to the Town Clerk for recording and posting on: 09-01- 2017 via e-mail*

*Cc: Town Administrator 09-01-17 via e-mail*