


**TOWN OF HUNTINGTON
NOTICE**

**Minutes from the Meeting of the Board of Auditors
Annual Report Planning Monday, November 20th @ 6:00 PM
Town Office – Upstairs**

Agenda:

1. Chair: Patricia Q. Baumann
2. Recorders: Marilyn Hinsdale & Lucinda Hill
3. Public in attendance: Kathleen Clark, Town Treasurer
 - Kathleen reported on the Professional Audit status from FSV

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Items to Address:

1. Minutes & follow-up: done
2. Verified statutory duties & responsibilities (reference: VLCT Handbook 24 VSA, 1681)
3. Annual Report Planning
 - Project Calendar Update – P. Baumann - done
 - Table of Contents – M. Hinsdale – in process
 - Request letter – L. Hill – approved for e-mailing
 - Document Reviews agreed:
 1. Narratives – M. Hinsdale – due January 12, 2018
 2. Financial Spreadsheets – P. Baumann – due January 18, 2018
 3. Document Control – collection of submissions - L. Hill
4. Selectboard Compensation Review: Reference VSA sections 932 and 933 – no resolution needed from the Board as compensation is determined and fixed by the annual budget line item. Verbal response was communicated to Town Administrator 11-30-2017 by LWH & MJH.
5. Open Discussion:
 - Auditor Budget – questions from SB answered in separate document e-mailed 11-29-2017
 - Internal Audit Review: MJH reported that we met with both Library and Cemetery trustees and will include them in our final report. Note: Audit is ongoing over the next fiscal year.
6. Next meeting- work session scheduled for 12-28-2017 @ 155 Huntington Woods @ 5:30 PM.
7. Adjourned @ 7:16 PM

Board Members: Patricia Baumann @ 434-3209
Lucinda W. Hill @ 434-4223
Marilyn Hinsdale @ 434-3168

Minutes prepared by: Marilyn Hinsdale & Lucinda Hill 11-30-17

Minutes approved by the Board of Auditors: 11-30-17

Approved minutes forwarded to the Town Clerk for recording and posting on: 11-30-2017 via e-mail

Cc: Town Administrator 11-30-17 via e-mail