

Minutes - Auditors meeting 9/4/14

Attending:

Auditors: Doug Dows, Heidi Mahoney, Paul Sokal

Town Clerk: Jean Miller (briefly)

2:05 - Call meeting to order

1) Additions to the agenda:

Election of Chair.

Review RFP for outside audit.

Additions moved: Paul Sokal. All approve.

2) Election of chair.

Paul nominates Doug. Heidi seconds. All approve.

3) - Review RFP

Review of RFP from 2011. Minor edits for dates and personnel, etc.

Discussion about whether to recommend sending to a number of CPA's or just the CPA firm which did the 2011 audit. Consensus to send to a number of CPA's.

Discussion of criteria for deciding whom to send RFP to.

Agreed to poll the following towns about whom they used and their level of satisfaction.

Addison, Waltham, Huntington, (Heidi). Leicester, Hancock, Ripton, (Doug).

Bridport, Shoreham, Whiting. (Paul).

Will also check web for CPA's.

Consensus to recommend including Fothergill, Segale and Valley in mailing for RFP.

Paul agrees to edit the RFP.

We agree to meet 9/23/14 at 2:00 PM in town hall to finalize RFP recommendation.

4) - Much later.... Commence planning audit.

Doug will consult with the Town Treasurer, Diane Merrill, to develop a schedule for the audit.

Agree to use the VLCT Audit Checklist and share out the first 3 items to begin.

Heidi will do #1, Paul will do #2, Doug will do #3.

The town clerk, Jean Miller, suggests the auditors assist with editing the next town report. Auditors agree.

Paul agrees do agenda for next meeting which will be a public meeting.

Paul move to adjourn at 4:01 Heidi seconds. Approved.

Respectfully submitted, Paul Sokal.