

Audit Board Meeting 24 April 2018

Audit Board members present: Doug Dows, Gretchen Bailey and Bob Groff.

1. At 3:04 PM the meeting was called to order
2. A change to the schedule was put forth to add a review The Role of the Elected Auditor in Town Government by the Vermont League of Cities and Towns (VLCT). The change was accepted.
3. There were no public comments.
4. Bob Groff nominates Doug Dows as Chair, Gretchen Bailey seconds, all approve. Doug nominates Gretchen as Vice Chair, Bob seconds, all approve. Doug nominates Bob as Secretary, Gretchen seconds, all approve.
5. VLCT Model Rules of Procedure For Municipal Boards, Committees, and Commissions is discussed. Selection of options to be reviewed and presented at our next meeting for adoption.
6. Review of The Role of the Elected Auditor in Town Government proceeded.

Incompatible offices for Auditors to hold was discussed. Bob Groff is also the town Emergency Management Coordinator and even though there is no mention of that position being incompatible, Bob will check with the VLCT for clarity.

A review of the responsibilities of a Town Auditor as outlined by the VLCT is discussed.

Required actions and deadlines are reviewed for to outline how the Auditors shall proceed.

7. Item # 5, Review Internal Control Questionnaire from VLCT Handbook tabled.

8. Item #6, Review Audit Checklist from VLCT Handbook is tabled.
9. Request to Town Clerk for documentation on donations the Town makes.
10. Doug moved to schedule our next two meetings, Gretchen seconded, all approved. The dates put forth are Tuesday, 5/8/2018 and Tuesday, 5/29/2018. Dates accepted.
11. At 4:10 PM Doug moved to adjourn, Gretchen seconded, all approved. Meeting was adjourned.

Respectfully submitted,

Bob Groff
Town Auditor Secretary