

## **Audit Board Meeting**

**8 May 2018**

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

1. At 3:05 PM the meeting was called to order
2. A change to the schedule was put forth to add a review of capital transactions. The change was accepted.
3. There were no public comments.
4. Minutes from 24 April 2018 meeting approved.
5. VLCT Model Rules of Procedure For Municipal Boards, Committees, and Commissions discussed and amended. Approved as amended.
6. Bob checked with VLCT, no conflict of interest exists for being a Town Auditor and EMC concurrently.
7. A motion from Doug to take up the review of the Internal Control Questionnaire from VLCT Handbook that was tabled on 24 April, 2018 is put forth. Motion seconded by Bob, all agreed. Discussion follows. The VLCT questionnaire has been supplemented by a second questionnaire by the State of Vermont Auditor. A motion was made by Doug to add the new questionnaire to the VLCT questionnaire. Bob seconded, all approved.
8. Review Audit Checklist from VLCT Handbook remains tabled.
9. A motion by Doug to table the request to Town Clerk for documentation on donations the Town makes. Seconded by Bob, all approved.
10. A review of Capital Transactions is discussed. A sampling of the transactions are reviewed and found to be in order. Further review to occur at next meeting.
11. At 4:30 PM Doug moved to adjourn, Gretchen seconded, all approved. Meeting was adjourned.

Respectfully submitted,

Bob Groff

Town Auditor Secretary