

Audit Board Meeting DRAFT

5 June 2018

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

1. At 3:03 PM the meeting was called to order
2. There were no public comments.
3. A motion from Bob to approve the 29 May 2018 meeting minutes. Motion passed.
4. Doug compiled a sample list of expenditures to be sent to the Select Board for clarification on the funds coming from the Town Hall Restoration Fund. Response by the Select Board in their meeting minutes would cover the request.
5. A discussion of items on the Audit Checklist was followed by the Auditors taking ownership of separate parts of the checklist:
 - General Procedures - Bob
 - Cash Receipts Journal - Gretchen
 - Grand List, Fixed Assets - Doug
6. Next meeting TBD
7. At 4:05 PM A motion from Doug to adjourn. Motion passed, meeting was adjourned.

Respectfully submitted,
Bob Groff
Town Auditor Secretary