

Town Auditors Meeting
April 23, 2024 3 PM
DRAFT

Agenda:

Call to Order

Reorganization to elect chair

Develop Work Plan

Review Existing Processes

Adjourn

Members: Richard Mintzer; Patrice Machavern; Alexa Lewis

Also Present: Mary Mead, Charles Russell

Meeting began with Mintzer questioning the goals of the newly elected auditors. After a short verbal exchange, Machavern left the meeting.

Dates for regular meetings were proposed. The following dates were agreed:

7/23/2024

10/22/2024

1/21/2025 (This could also be our required Annual Meeting)

The time of 4:30 was set.

The election of a chair was postponed to a subsequent meeting.

Lewis proposed a meeting with the external independent auditors. Mary Mead said they don't arrange additional meetings because of cost considerations. We can sit in when the annual meeting takes place.

Lewis talked about reviewing procedures around financial accounting. Such items as the reconciliation of warrants with checks, bank account access, and the chart of accounts. Mary described some of her procedures and showed a notebook of written procedures available for review.

The auditors adjourned.