

Tunbridge Board of Auditors  
Meeting Minutes  
April 25, 2017  
Town Offices

Present: Maxine Young, Betsy Race, Linda Hoyt – Auditors

Meeting called to order at 6:35 pm.

**Agenda, discussion, and decisions.**

**1. Elect officers for auditors for upcoming year.**

Motion made by Maxine and 2<sup>nd</sup> by Betsy to have Maxine serve as Chair and Clerk; Betsy as lead reconciler; and Linda as assistant reconciler. So moved.

**2. Set work meeting dates.**

Betsy and Linda have established work meetings as needed. They have also started random audits one month each quarter.

**3. Theme for town report.**

Maxine will acquire more information on different conservation thrusts in our town. Perhaps we can work that into a theme.

**4. Other business.**

- a. **Auditors Workshop.** As the June workshop will not work for new auditor, we will wait for the Fall workshop.
- b. **NEMRC.** Updated by Betsy. She, Linda and Becky are working on reconciling major fund accounts in preparation for NEMRC transition. Hopefully training will be offered to the auditors as to how NEMRC affects accounting.
- c. **Town Report Mailings.** Considering the poll taken at town meeting in March 2017 by a show of hands, most people still preferred having the town report mailed as it is now done. This is considered a null and void issue by the auditors.
- d. **Outside Audit.** Apparently the outside audit has been awarded. Maxine to follow up with Selectboard to verify.
- e. **Auditors Handbook.** Betsy has been working on the financial portion of a procedure handbook. It is now in draft form.

As there was no other business, meeting adjourned at 8:00 p.m.

**Maxine Young, Clerk  
Board of Auditors**

