

Town of Tunbridge Auditor's Meeting Minutes
April 6, 2026

Meeting called to order at 5:34 p.m.

Present: Anissa Morrison, Betsy Race and Linda Hoyt

1. Election of Officers: voted to keep same slate of officers.
2. Discussion of Professional Audit: Need to go to Selectboard meeting to discuss the next full audit. Anissa emailed Mariah, Administrative Assistant, during the meeting to be on the agenda for the April 14 or April 28 meeting.
3. Notes for next year's Auditor Report: Discussed reimbursements. Talked about including reports including their email address with their reports. Betsy suggested having a page in Town Report listing all the emails as well along other contact information. Talked about the errors found in the 2025 Town Report. We need look at pages more carefully to make sure the draft and Final Report are the same.
4. Auditing Calendar: Some suggestions were that we need to do cash receipts auditing during the year. Anissa needs to send us a date reminder when we need to get things to her for Town Report. We discussed when to submit them. It was suggested by Betsy to try to get them to Anissa by December 1 or shortly after except for what cannot be submitted until January. Anissa suggested that we do a Auditing Calendar for the year which would have important dates we need to do things by etc.
5. Other Business: Becky currently working a handbook on job descriptions for Town Officers' positions. We talked about pictures for next year's Town Report. Several suggestions were discussed. We talked about showcasing artistry and crafts of people who live in Tunbridge. We would inform people the end of September to submit them for inclusion in the Town Report and remind them again in December. Betsy to draft a letter. We don't want photographs people take using a camera, just pictures of actual things they actually created/made (hobby).

Meeting adjourned at 6:33 p.m.

Linda Hoyt, Clerk