

Minutes of
Cornwall Board of Auditors Open Meeting
Cornwall Town Clerk's Office
January 20, 2017

Meeting convened at 3:30 p.m., within the construction trailer.

Present, at that time: Shawn Fetterolf, Kate Gieges; Sue Johnson

Shawn moved to accept the minutes of the last meeting; motion approved. (Last minutes were 1/6/17, as there was no 1/13 meeting.)

Arrived at 3:40 p.m.: Ken Manchester

Old Business—Sue handed out copies of the draft Warning, and FY16 Balance reports. Auditors are to reply to her with any edits to the Warning by morning of Tues., 1/24.

Sue explained the financial position of the Town, being a surplus at the end of June 2016. Committee discussed items that make up that surplus, as there was no one windfall that caused it.

Town Reports: quite a few are in, and she will contact those responsible for missing reports.

Sue will start assembling the reports next week, and hopes to get a draft out for review before Friday, 1/27. Sue also stated the positive feedback to last year's Warning and Ballot mailing, and she will produce another such town-wide mailing with Town Meeting information.

Short discussion about final reports/ballots, and regular Treasurer activities, while she is gone (1/30 thru approx. 2/9). Joan will cover the Town Clerk responsibilities.

New Business— Kate handed out copies of the VLCT Internal Control Checklist. The Auditors use this Survey to review the knowledge of responsibilities, and financial and data security measures, within the Treasurer's Office as well as among the Selectboard and Committees to which the Treasurer report.

Allowing for the current constraints due to construction, the Auditors review shows clear understanding and commitment from the Treasurer regarding all aspects of the survey. Some areas were identified for improvement, related to others' general understanding of roles and responsibilities, and to additional recommended documentation and policies.

A motion to adjourn was made, and approved, at 5:15 p.m.

Kate Gieges
1/22/17