

Auditor's Meeting

Alburgh, Vermont / June 15, 2022

Attending: Carol Behrman / Margret Brescia / Donna Bohannon

Meeting Time: 5:15 pm to 7:15 pm

Agenda:

- Margret Brescia updated Computer log-in and password and Carol Behrman requested from Donna Bohannon to have a password set-up for her use
- Carol Behrman requested input from Margret with regards to making suggestion to the Select Board that they consider changing the Town fiscal calendar year from July 1st to June 30th of the following year to an annual January to December fiscal year
- Meeting scheduled to review the procedures for auditing the Alburgh Town financial records for the upcoming year-end June 30, 2022 report
- To set-up a time schedule to complete the report and outline what items need to be Included: General Account / Cash Account / Transfer Station / Grand List
- Review of paid invoices selected on an nth basis to confirm that invoices are being Processed and posted correctly in accounting system (NEMRC)
- General conversation with Town Clerk & Treasurer Donna Bohannon on the Grand List, Adjustments to the general account, and a review of how to determine what funds are available for Town use
- Schedule upcoming Auditors Meeting for June 20th at 9:00 am

Meeting finished at 7:15 PM

Submitted & Signed By: Carol Behrman / June 15, 2022