

Draft Minutes

MAIDSTONE AUDITORS' MEETING

Thursday, January 18, 2024

Hybrid Meeting, both in person at Town Hall and by Zoom Video Conference

Members present in Town Hall (in-person): Lister, Auditor, and Health Officer, Sandra Gray; Auditor, Jack Donnelly

Town Officials present in Town Hall (in-person): Treasurer, Delinquent Tax Collector, Lister, Zoning Board and Planning Commission member Bob Champagne-Willis; Town Clerk and Lister Amy Pear

Member present via Zoom: Auditor Donna Bouthillier

Amy Pear called the meeting to order at 1:04 pm.

The purpose of the meeting was to select a chair, discuss and decide upon Selectboard Compensation, and to review and act on the 2023 Audit Report.

The first order of business was to select a chair:

Jack Donnelly made a motion to nominate Donna Bouthillier for the chair position, seconded by Sandra Gray.

Being no discussion, a vote was cast and the motion carried.

The next order of business was the selectman's compensation:

Before 4/22/22, the selectboard's compensation was \$1000.00 for each member with an extra \$200.00 for the chair.

In 2022, the compensation was increased to \$1140.00 for each member with an additional \$200.00 for the chair. After discussion, a motion was made by Jack Donnelly to increase the compensation to \$1200.00 for each member plus and addition \$200.00 for the chair. Sandra Gray seconded it.

A vote was cast and the motion carried.

Bob gave an audit background:

He worked independently with Jack and Sandy on the finances, giving each of them portions of the statements to review. All documents had been sent to each of the auditors to assist with this process.

Bob also discussed the process of the selectboard warrants that are reviewed and properly signed each month by members of the selectboard.

Donna had a question regarding the Revenues and Expenditures compared to the Actual to Budget. The revenue reflected a total of \$327,840.69 and the actual to budget reflected a total of \$371, 586.25, for a discrepancy of \$43,745.56.

Bob will research and report back to the auditors the findings.

Donna also had a question regarding an income of \$70,000 and \$20,000 reported in the Highway income, but was not reflected in the deposits.

Bob explained that these funds are a transfer from the general fund and would not be considered a deposit.

The highway fund was discussed further to explain the breakdown of the three aspects of the fund.

Bob also explained the process of going from the receipts to bank statements to reconciliation. His assistant, Kathy Intoppa, receives the information and does the final reconciliation. This was also reviewed by the auditors.

Donna recommended that instead of going through the process once per year, we should do a quarterly audit on what's billed, collected and owed so at the end of the year, it will be an easier process.

Donna will complete the Audit report for January 25th after receiving Bob's research report.

Being no further discussion, a motion to recess at 1:40 and reconvene on January 25th at 1:00 pm was made by Sandy Gray and seconded by Jack Donnelly.

Being no discussion, a vote was cast and the motion carried

The meeting was reconvened on January 25th at 1:06 pm by Chair Donna Bouthilier.

Bob answered the question concerning the discrepancy between the revenues and expenditures versus the actual to budget.

The General Fund reports shows all income, including education taxes collected, then deducts education tax payments made. The Budget to Actual excludes the education taxes collected and does not account for education tax payments. The difference between the education taxes collected and payments is \$43,645.56.

There were no further discussion nor further questions for Bob.

Jack Donnelly made a motion to accept the Auditors' report as presented and Sandra Gray seconded it.

A vote was cast and the motion carried.

This concluded the audit.

Jack Donnelly made a motion to adjourn the meeting and was seconded by Sandra Gray.

A vote was cast and the motion was carried.

The auditors' meeting was adjourned at 1:11 pm.

Respectfully submitted,

Sandra Gray