

Shrewsbury Board of Auditors
Public Meeting, January 24, 2014, continued February 5, 2014

The Board of Auditors convened pursuant to posted public notice in the Town Office on January 24, 2014 at 3:15 pm, copy of notice attached. Present were Board members Rich Biziak (chair), Jonathan Gibson and Sandy Bragg.

The Board reviewed the schedule for the 2013 Annual Report and reports received to date. Rich said he would update the schedule and list of received reports accordingly. Rich said a first draft of the Auditor's report was on the common Google drive (G-drive) for review.

The Board reviewed the status of materials received from the Treasurer. Linda came in as the meeting was recessing and provided a key to the shared cabinet, with the promise of adding materials in the following days.

The Board reviewed the audit task forms. Rich mentioned that he has slightly revised the audit diagrams and latest should be retrieved from the G-drive.

Sandy said he would test whether the 'track changes' capability works for shared documents on the G-drive and would suggest alternative approaches if not. The Board agreed that Rich would be the "über-editor" responsible for resolving any editing conflicts and finalizing the report materials.

Sandy reported that the audits of the Historical Society and Meeting House financials were largely complete. Work on the SVFD financials was initiated but would require more time.

The Board planned to review the results of the independent audit of 2012 town financials, and the related journal entries supplied by the Treasurer.

Rich reviewed the sequencing of work effort, recommending that the Board focus initially on the simplest reviews, followed by the SVFD and School Board reviews, 4Q audit and concluding with the Select Board budget and Treasurer's statements. Rich will compare the Treasurer's Trial Balance with the Select Board budget. Additional assignments will be made to divide work effort on the SB budget and Treasurer's materials.

Jonathan said he would upload photos to the G-drive for the annual report. Sandy said he would contact Jonathon Wells regarding a black & white copy of his Shrewsbury photo, and would contact Chryl Martin regarding photos from the Times of Shrewsbury.

The Board noted two outstanding follow up items from the 3Q audit. Jonathan will check with the Road Commissioner on a \$199.92 Pike credit due.

Minutes of the Board's March 25, 2013 meeting had already been approved and provided to the Town Clerk. Jonathan asked Rich to research whether the minutes for the Board's January 2013 meeting were finalized.

The meeting recessed at 4:50 pm with the intention of subsequently conducting informal work sessions to audit the financial records of the Town.

The Board formally reconvened February 5, 2014. Present were Board members Rich Biziak (chair), Jonathan Gibson and Sandy Bragg.

Following extensive audit work sessions, and collection and compilation of in- and out-of-town reports, the Board has finalized the annual report for submission to the printers.

The Board concluded its meeting by discussing next steps in general terms. All members were encouraged to take time to upload all appropriate forms and documentation from this year's audit's and Annual Report, to the G Drive. Board members were also encouraged to use the comments section of the Audit Task Forms to document how data was obtained, or calculated, and record suggested improvements for the next audit. Lists of new activities for the next year, follow up items from the past audit, and suggested improvements for the next audit should be compiled by Board members for discussion at the next warned Organizational Meeting (date and time to be determined).

The Board adjourned at 7:45pm.

January 10, 2014

MEETING NOTICE

The Shrewsbury Board of Auditors will hold a meeting at the Town Office

on Friday, January 24, 2014 at 3:00 p.m.

Agenda: Commence the audit of the Financial Records for the Town of Shrewsbury and the Town of Shrewsbury School District

Richard Biziak

Sanford Bragg

Jonathan Gibson