

**Shrewsbury Board of Auditors
Public Meeting, August 20, 2014**

Note: These minutes are unofficial until approved by the Board of Auditors at the next meeting.

The Board of Auditors convened pursuant to posted public notice in the Town Office on August 20, 2014 at 5:11 pm, copy of notice attached. Present were Board members Rich Biziak (chair, via phone), Jonathan Gibson and Sandy Bragg.

The Board approved the June 4th BOA meeting minutes. The approved minutes were forwarded to the Town Clerk.

The Board discussed the Grand List audit. The focus is on verifying and tying out the year-over-year changes to the Grand List, which will involve reference to the documents in the Town Office. The goal is to complete the audit prior to the initiation of the fourth quarter audit in January.

The Board discussed the second quarter audit work plan. Since Rich must stay in NJ for the duration, some duties were re-divided. The review of second quarter Selectboard and Road Commission orders is being deferred, and the Treasurer will be asked to provide access at a later time. Rich will contact John Wood to solicit the latest FEMA project worksheet. The Board intends to complete its FEMA review prior to the beginning of the fourth quarter audit.

Two items deferred at the last meeting are still deferred pending further information.

The Board will request that the Selectboard schedule a meeting with the outside auditor once the 2013 audit is completed and copies of the audit are provided.

The Board reviewed those tasks on its schedule which had not previously been assigned dates. Rich updated the task list.

Because of some miscommunication regarding materials placed in the Board's inbox in the Town Office, the Board considered requesting that town officials notify the Board when placing materials in the inbox, but decided to defer action for now.

The Board decided not to reconvene the meeting subsequent to the completion of the second quarter audit and will commence its second quarter audit work session on Thursday the 21st of August. Second quarter follow-up items will be discussed as part of the Board's working sessions. The Board intends to complete its use of the town records requested as part of the second quarter audit by Wednesday the 27th August.

The meeting adjourned 6:39 pm.

Attachment: Warned Meeting Notice

July 27, 2014

MEETING NOTICE

The Shrewsbury Board of Auditors will hold a meeting at the Town Office
on Wednesday, August 20, 2014 at 5:00 p.m.

The meeting agenda is as follows:

1. Approval of June 4, 2014 meeting minutes.
2. Open to the Public for Comments and Questions.
3. Review of Grand List Audit.
4. Confirmation of 2nd Quarter Audit work plan.
5. Discussion of remaining 2014 business and schedule.
6. Recess to 2nd Quarter Audit Work Sessions.

Reconvened meeting agenda (date and time to be decided in item 7 above):

1. Review results of 2nd Quarter Audit Work Sessions
2. Other business

Richard Biziak

Sanford Bragg

Jonathan Gibson