

**Shrewsbury Board of Auditors
Public Meeting, November 12, 2014**

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

The Board of Auditors convened on November 12, 2014 at 4:58 pm, pursuant to a posted public notice in the Town Office, copy of notice attached. Present were Board members Rich Biziak (chair), Jonathan Gibson and Sandy Bragg.

The Board approved the August 21st BOA meeting minutes. The approved minutes were requested to be forwarded to the Town Clerk.

The Board decided to hold a working session to review and prioritize its questions pertaining to the independent audit of 2013 financials conducted by Jeff Bradley. At that time it will also ask the Selectboard to schedule a review meeting with Jeff Bradley prior to the start of budgeting and Annual Report work.

The Board discussed the Grand List audit. Although the audit was intended to verify and tie out the year-over-year changes to the Grand List, Rich reported that the file received for 2013 did not correspond to hard copy 2013 documents in a number of cases. For this reason, the audit was focused on material discrepancies found between the 2013 and 2014 hard copy documents. Rich will draft a letter to the Listers asking for clarification on these items. Going forward, Rich is confident that the 2014 electronic file received will be sufficient for a verify year-over-year changes in 2015 when the 2015 electronic file is received.

The Board discussed the third quarter audit work plan. Since Rich was unable to travel to Shrewsbury during the 2nd quarter audit, the review of 2nd quarter Selectboard and Road Commissioner orders was deferred to this quarter, and will be added to this quarter's review. In addition to its regular quarterly audit procedures, the BOA will test a 10% sample of tax bills. The FEMA review is pending based on receipt of the latest FEMA project worksheet.

Sandy reported on the VLCT Auditors Workshop attended on 10-21-14.

The Board discussed preparations for the annual report. Jonathan provided an update on the proposed dedication. Jonathan asked Sandy to assist in obtaining photographs for the annual report. The Board voted not to include a contact page in the upcoming report. Rich has added a column referencing warned items to the table of contents based on a suggestion made at last year's information meeting.

Rich met with the new Postmaster to discuss mailing of the annual report. Rich discussed the bulk mailing permit, and a confirmation of the cost will be provided by the postmaster. An invoice will be submitted the Treasurer at that time. The Postmaster stated that mailing costs for out of Town recipients will be the same as last year and agreed to provide the best possible estimate of route totals to help the BOA determine how many reports to print, and minimize excess copies.

Rich is preparing the request letters for annual report submissions, which will be sent by November 24th. Rich will forward the contact list to Jonathan for review. Rich is incorporating the instructions into the text of the email rather than as an attachment. He is concerned with formatting, and will send test copies of the email to Sandy and Jonathan. Jonathan was asked to verify printing turnaround times with Quick Print.

The meeting recessed at 6:46 pm

The Board reconvened at 10:15 am on Thursday November 20th.

The Board approved a letter to the Listers regarding questions raised during the BOA audit of the 2014 Grand List.

The Board reviewed the status of its 3rd Quarter 2014 audit and open items to bring to the Treasurer's attention. It also approved sending a letter to the Selectboard concerning two items for their attention.

The Board discussed remaining 2014 business and schedule. Rich plans to send out request letters to contributors to the 2014 annual report before Thanksgiving. Rich reminded Jonathan to review the list of contacts. Rich asked Sandy and Jonathan to submit any specific requests based on previous years' audits to be included in the request letter. Jonathan reported that Quick Print's committed delivery for printed annual reports is a two week turnaround, even though it has been sooner in some instances in the past.

The Board approved its 2015 budget subject to receiving an updated printing estimate from Quick Print.

The meeting adjourned 12:24 pm.

Attachment: Warned Meeting Notice

November 2, 2014

MEETING NOTICE

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

on Wednesday, November 12, 2014 at 5:00 p.m.

The meeting agenda is as follows:

- 1. Approval of August 20, 2014 meeting minutes.**
- 2. Open to the Public for Comments and Questions.**
- 3. Independent Audit Review.**
- 4. Grand List Audit Update.**
- 5. Confirmation of 3rd Quarter Audit work plan.**
- 6. Discussion of remaining 2014 business and schedule.**
- 7. Recess to 3rd Quarter Audit Work Sessions.**

Richard Biziak

Sanford Bragg

Jonathan Gibson