

**Shrewsbury Board of Auditors
Public Meeting, March 30, 2015**

Note: Approved by the Board of Auditors on 5-21-15.

The Board of Auditors convened on March 30, 2015 at 3:01 pm, pursuant to a posted public notice in the Town Office, copy of notice attached. Present were Board members Rich Biziak (chair) and Sandy Bragg.

Discussion of the Annual Report survey conducted during polling at Town Meeting was added to the agenda.

The Board approved the January 28, 2015 BOA meeting minutes with the following revisions (underlined): “Regarding the 2013 independent audit, Sandy reported that Linda agreed to include him in a pending meeting with Jeff Bradley to discuss capitalization questions. Note: the Bradley meeting referenced above did not occur.” And “Jonathan suggested that adding names and dates to the table of Vital Statistics should be considered in the future.”

The BOA reviewed the Treasurer’s responses to questions from the fourth quarter 2014 audit and closed out the audit.

The Board discussed FEMA related issues. The BOA was notified of an apparent discrepancy between 2012 FEMA expenses provided in the independent audit and the amounts filed with the VT Agency of Transportation as audited 2012 FEMA expenses. Rich will contact Shrewsbury officials on the matter and, if necessary, contact the VT Agency of Transportation for submission detail.

The Board reviewed the results of the Annual Report survey. The results indicated general satisfaction with the report and provided suggestions for improvement. Rich will enter the results into a summary table and distribute to Linda McGuire, Mark Goodwin, and the Selectboard for their information.

The BOA reviewed the schedule of 2015 audit activity and the schedule for the annual report, assigning tasks and finalizing dates. The BOA will invite Steve Nicholson and Linda McGuire to attend a meeting on May 20th to discuss timing of financial schedules for the next annual report. The BOA will try to accommodate its schedule to the needs of the Treasurer and the Selectboard. Sandy will take the lead in an audit of general fixed assets during the BOA first quarter audit scheduled to begin May 21st.

The BOA confirmed use of a digital central file for audit materials. The password was changed earlier this year. Rich will also explore options to physically back up the files. The BOA would benefit from a small scanner in the town offices and Rich will discuss this with other town officials.

The Board adjourned at 4:27 pm.

Attachment: Warned Meeting Notice

March 20, 2015

MEETING NOTICE

**The Shrewsbury Board of Auditors will hold a meeting at the
Shrewsbury Town Office
on Monday, March 30, 2015 at 3:00 p.m.**

Agenda

**Organizational meeting to plan and prepare for undertaking
Board's responsibilities during 2015 for auditing the Financial Records
of the Town of Shrewsbury and preparing the 2015 Annual Report**

Richard Biziak

Sandy Bragg