

Town of Ira, Vermont
Minutes of the Meeting of the Town Auditors

Date & Time of Meeting: June 20, 2017 at 5:30 p.m.

Place of Meeting: Ira Town Office

Persons Present: Tina Graves, Jerri Hoffman

Meeting was called to order by Jerri Hoffman at 5:45 p.m.

The minutes of the April 18, 2017 meeting were reviewed and approved.

The two invoices requiring follow-up at the April 18th meeting were satisfactorily explained/resolved. It was explained that the property management invoice from Jordan Martelle is due to a contractual agreement contract and time is split in the accounting software accordingly. A detailed invoice was requested and received from Pete Turunen for the loader rental \$1875.00 invoice.

Disbursements beginning with the 3/27/17 warrants were reviewed by examining:

- The vendor's invoice
- Select Board's authorization to pay the invoice
- The copy of the check that is a part of the bank statement.

It was determined that check numbers on the 5/22/17 warrant report were off by two digits compared to actual. This was explained by Treasurer that checks 2767 and 2768 were payroll checks and should not have been included in the warrant report which comes from the Accounts Payable accounting module.

The next meeting is scheduled for September 26th at 5:30 pm at the Town Office. Review will begin with the 5/22/17 warrants as bank statements were not available to complete this review.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Jerri Hoffman
Auditor
6/23/17