

**TOWN OF GUILDHALL
AUDITORS MEETING
July 28, 2016
Minutes**

Call to Order: 6:30 p.m.

Attending: George Blakeslee, Town Clerk/Treasurer, Auditors Richard Carlson, Albert Tetreault and Kelly McLain.

The Guildhall auditors held their regular quarterly meeting on July 28, 2016 at 6:30 p.m.

Old Business:

1. April 26, 2016 auditors' minutes reviewed and accepted.
2. Selectboard meeting minutes discussed.
 - A. Status of asset inventory discussed--pending/in progress.
 - B. Need to make sure chainsaw and chloride tank purchased by the town is added to the inventory list.
 - C. Insurance coverage for the town discussed. The town is covered through VLTC. Discussion about 3rd party use is ongoing. Will be on the Selectboard's agenda for the month of August.
3. Reviewed and discussed VLTC Auditor's Handbook, Appendix A & B.

New Business:

1. Completed Appendix A of the VLTC Auditor's Handbook.
 - A. Rich will review the town's policies and procedures manual as to the current status.
2. Appendix B.
 - A. Rich will audit the delinquent tax receivables.
3. Audited the General Fund 2nd quarter books.
4. Agreed to hold next auditors' regular quarterly meeting on Tuesday, October 18, 2016 at 6:30 p.m.

Adjourned: 8:20 p.m.