

PEACHAM TOWN AUDITORS  
MEETING  
Tuesday, November 27, 2018  
Peacham Town Offices  
UNAPPROVED

PRESENT:

Auditors: Charlie Byron (Minutes), Jan Eastman,

Staff: None

Public: None

1. Because of a snowstorm, the Auditors met by videoconference. Tom ensured that if citizens wanted to participate they could be conferenced in from the Town Office. None did.
2. The Auditors discussed Charlie's draft schedule and content checklist, and modified it as needed. (Current schedule is attached to these minutes).

**Town Report Project Plan - 1st Draft**

Task	Deadline	Day	Warned?	Details	Responsible	Involved
Start planning Report	11/7/2018	Wednesday		-Create initial draft schedule -Create draft submissions list	Lead Report Auditor	
<b>Generate shared calendar, project plan, financial database, and folders for content submissions</b>	11/11/2018	Sunday		-ALL share vacation plans!! -CB creates draft schedule -All comment by email	Lead Report Auditor, Stan (DB)	Auditors and Town Treasurer
<b>Generate content checklist, and contributors' contact info</b>	11/26/2018	Monday	WARNED	Recessed to working sessions; some may be electronic		
Generate email request for content and send to contributors	12/1/2018	Saturday			Lead Report Auditor	
Generate trial-close financials; load into Auditors' database; generate initial exceptions list	12/3/2018	Monday			SF	Town Treasurer, Financials Auditor
<b>JE away</b>	<b>12/12/2018</b>	Wednesday		<b>Until 12/17</b>		
Review financials and screens (for correctness)	12/19/2018	Wednesday				
Select cover artist	12/19/2018	Wednesday			Auditors	
<b>CB Away</b>	<b>12/24/2018</b>	Monday		<b>Until 1/4</b>		
JE check with TC on content status	12/27/2018	Thursday			JE	
<b>JE away</b>	<b>1/4/2019</b>	Friday		<b>Until 1/9</b>		
Contributed Content Deadline; INCL. TC content	1/4/2019	Friday				
Town Clerk content deadline	1/10/2019	Thursday			TG	
Review draft financials and exceptions with Town Treasurer; review content	1/10/2019	Thursday			JE	Auditors, Town Treasurer
Provide draft footnotes to Selectboard	1/10/2019	Thursday				
Selectboard comments due by	1/16/2019	Wednesday				
<b>JE away</b>	<b>1/14/2019</b>	Monday		<b>Until 2/8 on train 1/15-19, 1/25-26, 1/29-30</b>		
Overnight draft to Jan - Fairmont Sonoma	1/25/2019	Friday		alternate - Crawford Hotel Denver 1/30-31; or 2/1 @ Samantha in DC		
Final draft to review	1/29/2019	Tuesday				
Auditors official ( <b>warned</b> ) meeting - generate report. Jan in DC, connect electronically.	2/4/2019	Monday	<b>WARN</b>			
Auditors <b>must</b> meet for official meeting by:	2/8/2019	Friday				
Report to printer	2/5/2019	Tuesday				
<b>CB away</b>	<b>2/17/2019</b>	<b>Sunday</b>		<b>Until 2/21</b>		
Report Distributed	2/19/2019	Tuesday				
Town Meeting Day	3/5/2019	Tuesday				

3. Charlie shared online versions of the schedule and content checklist documents with the Town Clerk and the other Auditors. He also created a shared online folder for Town Report submissions from the Town Clerk, and one for submissions from others.
4. The Auditors reviewed the Content Checklist Charlie created and made various changes. We agreed to consider organizing the document in 4 major sections:
  - Town Meeting Items - containing items to be discussed or voted at Town Meeting;
  - Government Reports - reports from Town, County, or other governmental agencies;
  - Community Reports - reports from non-government groups; and
  - Town Information - information such as dog license prices, Transfer Station guidelines, etc.
5. **Actions:** Charlie agreed to:
  - contact Repro printers and ask if they would include color printing of both front and back covers in their quoted price;
  - work with Tom Galinat to get the printing contract signed;
  - create a Request for Content email for Jan to send under her name to known contributors.
6. The Auditors discussed the status of reconciliation. It has not been done since July. Jan can do it but someone else should do at least one month for separation of duties.  
**Action:** Jan to speak with Stan about doing one month.
7. The Auditors agreed to hold their Official Meeting for the Town Report on Monday, February 4, 2019 at 10:00 AM.  
**Action:** Tom or Rebecca would you please Warn this meeting.
8. The Auditors agreed to hold working sessions as needed to make progress on the Town Report between now and Town Meeting 2019.
9. The Auditors recessed the meeting at 11:30 AM.

PEACHAM TOWN AUDITORS  
MEETING - Continued  
Tuesday, February 5, 2019  
Peacham Town Offices  
UNAPPROVED

PRESENT:

Auditors: Charlie Byron (Minutes), Jan Eastman, Stan Fickes

Staff: Tom Galinat, Rebecca Washington

Public: None

10. The Auditors reconvened to approve the Auditor's Reports in the Town Report draft, and to review various aspects of the Town Report prior to printing.
11. The Auditors voted to accept the financial reports and Auditors Reports as presented.
12. The Auditors recessed until Thursday February 7, at 2:00 PM, when we expect to finalize our work products.