

# Auditor's Meeting Agenda / Minutes

August 5, 2020

Town Office 8:30am

Present: Kay Courson & Karen O'Donnell  
Meeting called to order at 8:35am.

1. Establish ground rules to work within COVID guidelines.

Masks / Social Distancing / Tracking Sheet  
Wiping down equipment / Pen / Copier / Paint room

2. Review the status of the unreconciled 2019 Bank Statements.

Sept thru Dec 2019 BS reviewed.

- Weekly Bank Reconciliation Worksheets reviewed

3. Figure out where the Treasurer is in the current 2020 records.

Currently reconciled thru March 2020

Working w/ chip to complete thru July by EOM

4. Establish a time table to review 1<sup>st</sup> and 2<sup>nd</sup> quarter records and bank statements.

Start the review of 1<sup>st</sup> quarter, if possible.

Auditors will meet bi-weekly until in current status. Will start review of 1<sup>st</sup> Qtr 2020.

5. Plan a date for the next Auditor's Meeting.

Next Meeting Aug 19 - 8:30

The meeting adjourned at 10:45 a.m.