

**TOWN AUDITORS  
TOWN OF EAST MONTPELIER, VT**

Minutes of Warned Meeting held Wednesday, July 10, 2019 at 4:15 p.m.  
at the Municipal Office Building

Present: Town Auditors Deb Fillion, Ed Deegan, and Carla Occaso

1. Meeting opened. No public was present.
2. Organized the board by unanimous vote:

Chair: Deb Fillion  
 Secretary: Carla Occaso  
 Member: Ed Deegan

3. Work Assignments:  
 Deb will take primary responsibility to produce the annual town report  
 Ed will reconcile monthly bank statements to the FY19 treasurer's ledger  
 Carla will abstract town/school meeting minutes and proof report pages
4. Discussed current Internal Controls and the Town's bookkeeping modules:  
 Accounts Payable, Payroll, Tax Collections for Fiscal Year 7/1/2018 to  
 6/30/2019 as posted. The External Audit scheduled for August may result  
 in Adjusting Journal entries which can affect the Trial Balance.
5. Adjourned 5:00 p.m.

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- AGENDA:**  
 Public Comment  
 Elect a Chair  
 Make Work Assignments:  
 Review of Accounts Payable, Payroll,  
 Tax Collections, Bank Statements, Internal Controls,  
 and inspection of the accounts of town officers  
 for Fiscal Year 7/1/2018 to 6/30/2019  
 Other Business  
 Adjourn