

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

Minutes of Warned Meeting held Sunday, January 30, 2022 at 1:30 p.m.
at the Municipal Office Building

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

1. Meeting convened: 1:35 p.m. No public was present. No additions to the agenda.

2. Approve Minutes: Motion by Carla, 2nd by Ed, to approve minutes of meeting of Town Auditors held on 10-31-2021 (with one typographical correction). Vote: passed.

3. Review of the 172nd Annual Town Report

Draft pages had been previously reviewed via email, Printed copies of the final draft, minus Town Auditors' page and Index, were reviewed and discussed. Some corrections were made. Motion to approve the pages as amended, with Auditors page and Index still to come via email. 2nd by Ed. Vote: passed. Deb will email missing pages 1/31 a.m.

4. Other Business

Bank reconciliations: In response to an internal control deficiency, Ed has been doing a review of bank statements and reconciliations every month as discussed at the October 30, 2021, meeting of the town auditors. He is up to date with his reviews.

Warrant reviews: The plan to resume regular periodic reviews of accounts payable warrant packages was modified: The auditors will use scanned versions of completed warrants. Deb will meet with Carla to show her the steps involved in the audit review.

5. Meeting adjourned: By consensus at 3:40 p.m.

Minutes taken by Deb F.

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**WARNING
TOWN OF EAST MONTPELIER, VT**

Annual Meeting of the Town Auditors

Sunday, January 30, 2022 at 1:30 p.m.
at the Municipal Office Building

To be held with Covid protocols (masks required)
for the purpose of approving draft minutes,
and reviewing the Accounts of the Town Officers for
Fiscal Year July 1, 2020 – June 30, 2021
in the 172nd Town Report.