



Board of Finance Policy # 2016-3

Subject: Town Auditor Interface

Purpose: It is imperative that all stake holders are aware of visits by the Town's auditor, especially when work on the annual audit is being accomplished.
This Policy is intended to provide better communication during the audit process.

Policy:

1. The Board of Finance retains Line Item # B3.01 in the town's budget to fund the activities of the town's auditor.
2. While scheduled through the Selectmen's office, all dates of auditor visits will be forwarded to the Board of Finance no less than five (5) days before said visits occur.
3. The Board of Finance will endeavor to provide a representative to interface with the auditor during each visit.
4. The auditor will provide updates to the Board of Finance regarding any deficiencies and/or improvements being identified prior to the submittal of a draft report.
5. The Board of Finance may request the auditor to attend a meeting to better answer any questions/concerns which may arise prior to the submittal of the draft report.
6. The auditor will provide the Board of Finance a written quote as to any costs associated with additional work prior to execution.

Policy Approved on: 12/21/2016

Vote: 4-0-0

Chairman:

Phil K. [Signature] Vice-Chairman

Secretary:

Lu [Signature]