

Town Auditor Meeting Minutes

Lunenburg, Vermont

Meeting Details

Date: September 29th, 2025

Time: 6:00pm

Location: Town Office - Lunenburg, VT

Attendees

Luke Robinson

Jim Moffitt

Absences

Karla Colby

Meeting Adjourned

6:30pm

Follow Ups:

- We will be following up with the Treasurer as to the potential use of parsing out sub-accounts to be assigned specifically to departments, such as Highway, Transfer Station, Library & Grant Receipts. With how efficient the accounts have been handled these last 6 months, there is a significant amount less pressure to see funds parsed directly, as they are being labeled appropriately with little to no issues in ascertaining fund use or allotment in our monthly reviews. We still believe sub-division is a useful action to look into, and will bring this up to the treasurer hopefully by the end of October, in preparation for next year.

Auditors financial findings on August 2025's Accounts Payable/Receivables.

- o After performing weekly substantiations for the first two weeks of August of invoices and paychecks that were available, and then reconciling against the end of the month August 2025 statements made available by Mascoma Bank, the following was discovered:
 - August 2025 charges were only partially substantiated this month. This was entirely on the Auditors side. We will complete the substantiations and report them in the October end of month meeting. The end of month totals of Quickbooks and Mascoma Bank were reconciled.

- August Bank Accounts Month End:
 - Mascoma Bank - General Fund Acct x4073 - **August 31st = \$212,875.03**

■ There were **85 total Charges issued**

- were issued from the Mascoma General Municipality x4073 account.

■ There were **14 total Deposits made,**

- **14** were made into the Mascoma General Municipality x4073 account.

Other Topics:

- Would the community benefit from us sharing spending breakdowns at the end of each month? We have access and the ability to parse out spending trends/data, but are unsure if it's within our purview to share that data, or if we can only review the data if the Treasurer releases it. Will look into this further if there is community interest in it.
- We are requesting detailed Cash Flow Statements from the Northeast Kingdom School District regarding our Towns payment from 2024, as well as requesting a Detailed 2025 Payment Schedule. We are requesting that the School District walk us through the process in step by step detail of how the School District works in conjunction with local municipalities (such as Lunenburg) to determine the yearly payments.
- If possible, we hope to find some sort of formula or standard metric that we can make our community aware of with regards to how the school district figure is determined. The kingdom east school district is the single largest factor in determining Tax Rates in our community. We just want to be sure that whatever is used to set the rates is well substantiated and able to be explained to our tax payers.

Community Discussion:

- A community member made a fantastic recommendation that when we are requesting the detailed financial info of the Kingdom East School District, we should also be reaching out and encouraging the other eight municipalities within kingdom east school district (Burke, Concord, Lunenburg, Lyndon, Newark, Sheffield, Sutton, and Wheelock) to also ask for the same data from the school district for their own respective communities. It would be beneficial for all municipalities to really understand what we(they) are paying, and how it is determined.

Adjourned @6:45pm