

Town of Benson

BOARD OF AUDITORS

Meeting Minutes (Unapproved)

Submitted to Town Clerk on November 21, 2023

Minutes from Board of Auditors meeting held on November 7, 2023

IN ATTENDANCE: BOB BIZEK, LYNN BOWEN, CHERYL MURRAY, HEIDI CHANDLER

Meeting was called to order at 4:30 p.m. by previous Chair Robert Bizek.

Motion to approve agenda by Lynn Bowen, second by Bob Bizek. All in favor, agenda approved.

No public comment.

Lynn Bowen nominated Robert Bizek as Chair. Seconded by Cheryl Murray. All in favor, motion approved. Robert Bizek is new Chairperson.

Lynn Bowen nominated Cheryl Murray as Clerk. Seconded by Bob Bizek. All in favor, motion approved. Cheryl Murray is new Clerk.

Bob Bizek handed out audit task general procedures booklet, Town Reports and P&L Reports, checkbook registers for fiscal year 22-23. It was agreed to start work on the check registers (checking and payroll) first. Printouts of the 7/1/22 – 6/30/23 registers were handed out and each committee member agreed on a number of pages to choose random audit items to have ready for the next meeting, this will allow us to sample between 5% and 10% of entries. Board members agreed to mark random entries for auditing review at our first work session.

Cheryl will reach out to Lindsey Wing at First National Bank of Orwell for the new account balances report.

We agreed on a future work session date of 11/15/23 at 4:30 p.m. to go over the check registers.

Bob Bizek motion to adjourn at 5:25 p.m.

Minutes submitted by Cheryl Murray, Clerk, Town of Benson Board of Auditors.