

**DRAFT**

Isle LaMotte Town Auditors

January 7, 2017 Minutes

Board Attendance: Mike Daly, Chair/Cathy Tudhope/Sylvia Jensen

Meeting called to order by Mike Daly at 8:00 AM

Sylvia Jensen agreed to take minutes of the meeting.

Mike explained the printer's timeline for proofing and printing the Isle LaMotte Town Reports. The PDF copy is due to Repro/printers by January 30<sup>th</sup>.

Mike also asked if we had any questions about the Auditors handbook he distributed in December explaining process and procedures Town Auditors may follow.

Mike, Cathy, and Sylvia agreed to schedule informal work sessions that would correspond with the Treasurer/Clerk's office hours. The Board agreed to meet every Saturday in January from 8-12 noon and recognized the week of January 23<sup>rd</sup> there might be additional evening hours to complete the town report by the printers' deadline.

Motion to adjourned the meeting at 8:30 AM by Cathy Tudhope, seconded by Sylvia Jensen.

The Board began their informal work sessions auditing the Town financial records.

Respectfully submitted,

Sylvia Jensen