



# SPRING AUDITORS WORKSHOP

TUESDAY, MARCH 29, 2016  
CAPITOL PLAZA HOTEL & CONFERENCE CENTER, MONTPELIER

## AGENDA

### AM WORKSHOP SCHEDULE

- 8:30 Registration**
- 9:00 Welcome and Overview of the Workshop**  
**Abby Friedman, Director, VLCT Municipal Assistance Center**
- 9:05 The Role of the Auditor in Town Government**  
This session will provide a refresher to the statutory duties and responsibilities of locally elected auditors and their relationship with other elected officials. We will also discuss how auditors can gather, review, and digest financial information without violating the open meeting law.  
**Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center**
- 9:50 Preparation and Management of the Audit**  
Although Vermont law requires the creation and distribution of the annual audit report, it does not provide any practical pointers for how locally elected auditors collect, digest, and distill the information required for that report. In this session we will discuss the practical aspects and best practice pointers for preparation, content, and management of the audit report as well as interim procedures that auditors may want to employ throughout the year.  
**Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**
- 10:30 Break**
- 10:45 Using Internal Controls to Improve Accounting and Reporting**  
Although not legally required, it is best practice for a municipality to have a well-planned system of internal controls aimed at reducing the chance of fraud and embezzlement. Such a system will also reduce the chance of errors, resulting in more accurate financial reporting. In this session, we will explore the basic concepts behind an internal control system, including specific areas of the accounting process that locally elected auditors may want to review as a part of the annual audit process.  
**Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**

### PM WORKSHOP SCHEDULE

- 12:00 Lunch (Provided)**
- 1:00 Audit Procedures and Checklists**  
This session will describe the recommended procedures that elected auditors should perform during their review of the town's accounts, including planning the audit and understanding the financial operations of the municipality. We will review sample audit checklists that can help ensure you have performed the appropriate procedures.  
**Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**
- 2:15 Break**
- 2:30 Reporting on the Results of the Audit**  
When the audit is completed, the town auditors must issue a report to the voters on their findings. In this session, we will review the statutory requirements for reporting and distribution of the report and offer suggestions of what may be included in the report.  
**Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center**  
**Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**
- 3:10 Conclusion - Closing Remarks & Complete Evaluations**

Register Online Other Upcoming Workshops!  
<http://www.vlct.org/events-news-blogs/event-calendar/>  
**Spring Finance Symposium**  
**Capitol Plaza, Montpelier VT**  
**Wednesday, June 8, 2016**