

RUTLAND TOWN SELECTBOARD COMMITTEE MEETING

PERSONNEL AND FINANCE COMMITTEE

OCTOBER 14th, 2025

The Personnel and Finance Committee of the Rutland Town Selectboard met at 12:00 PM on Tuesday October 14th, 2025, at the Municipal Town Hall. Present was Selectboard Chair Mary Ashcroft, Selectboard Member Matt Getty, Town Clerk and Treasurer Kari Clark, Town auditors Andrew Simonds and Sharon Lewis.

Discussed the results of the recent Town Audit.

- Reviewed the preliminary report and findings including the representations letter.
- Discussed the internal control letter, including a recommendation to segregate duties.
- Recommended reviewing processes during the fiscal year and noting how the Treasurer's feels the duties are being segregated.
- Discussed how an outside payroll vendor could benefit the Town.
- Discussed the importance of establishing a disaster recovery plan and conducting a fraud assessment.
- The audit received a clean opinion again this year.
- Reviewed balances from the Cortina Inn fund.
- Discussed adjusting the cash to open balance. No recommendation will be made at this point.
- There was approximately \$533,000 in the capital improvement fund after the surplus from the last fiscal year was swept over. This does not account for expenses after July 1st.
- Discussed the balances in the Cortina Fund, and affirmative votes from the Board to carryover balances.
- Discussed the comments and footnotes.
- The final report needed from the state may take a couple of more weeks.
- The full Board would need to approve the final report. This could be done at the November 4th meeting if the report is ready.

The committee went into executive session to discuss whether there are any issues of known fraud.

The meeting adjourned at 2:51 PM.

Respectfully submitted, Bill Sweet