



## **Emerald Lake Village District**

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### **Meeting with Auditors**

Wednesday, August 7, 2019 at 9:00 a.m.

### **Present at Meeting**

Commissioners Brett Taber and Sara Auger; District Administrator Debbie Kardaseski; Bookkeeper Monique Muise; Office Assistant Eileen Feindel; Auditors Jenn Reddington and Jeremy Healy from Melanson Heath.

### **Discussion**

The Auditors reviewed their work to date and went over various items they had requested to complete the audit. There were a number of questionnaires ELVD personnel had to complete, which were finished and given to the Auditors. Two letters still need to be completed: a letter to our Attorney asking him to assure the Auditors we weren't facing any litigation and the letter signed by the Board Chairman and the Treasurer certifying that the information given to the Auditors is factual. Once those are returned to Melanson Heath, the Audit will be finished.

There was discussion regarding the MS-535. Did we want the Auditor to complete the form for a charge of \$500.00 or would we be completing the form ourselves. District Administrator Debbie Kardaseski wanted to study the form before committing to completing it, but hopes to be able to complete it in order to save the money.

### **Questions**

The ELVD participants had questions of the Auditors. We discussed water payments, liens on property, and the history of some of the Capital Reserve Funds. The Auditors recommend we backup our computers on a quarterly basis, either in the "cloud" or off-site. There was discussion about bookkeeping software that handled municipal accounting better than Quickbooks.

### **Adjourn**

The meeting ended at 11:00 a.m.

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Brett Taber, Chairman

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Sara Auger, Commissioners