

P O L I C Y - 9 7 - 0 9

To: All Department Heads

cc: Select Board, School Board, John Gifford, Town Attorney and Trustees

From: James A. McSweeney, Town Manager

Re: Policy Memorandum #97-09 Timing of Annual Auditors to be conducted by CPA

Date: March 24, 1997

EFFECTIVE DATE - March 24, 1997

PURPOSE: The purpose of this Policy is to ensure that the Annual Audit is conducted by different accountants every five (5) years. This allows for a change in the audit process and a fresh approach to the way the Town reviews the financial reports.

PROCEDURE: Chapter 3, Section 304F of the Milton Town Charter requires the Select Board to accomplish the following:

"With the advice; consultation and consent of the School Board provide for an independent audit by a certified public accountant who shall perform an audit of all Town departments including the proprietary and fiduciary accounts."

Accordingly independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Select Board. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee of Government Accounting and such other procedures, which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Such audits shall be made by Certified Public Accountants selected by and reporting to the Select Board and School Board in accordance with Chapter 3, Section 304 of the Milton Town Charter. Abstracts of the results of such audits shall be made public. At least once every five (5) years the Select Board shall request that such audits

be made by Certified Public Accountants other than those involved in such audits during any of the previous four (4) years.

POLICY: The Milton Select Board, acting in Special Session
March 24, 1997 voted:

"That all audits and audit procedures are to be followed as noted herein on Policy 97-09 and further that this Policy will be attached to and made part of the Minutes noted above." "

Attest:

Loretta R. Dennis

Filed with the Town Clerk

Ass't. March 25, 1997