

**Shrewsbury Board of Auditors
Public Meeting, August 7, 2025**

Note: These minutes are unofficial until approved by the Board of Auditors at the next meeting.

The Shrewsbury Board of Auditors convened at the Shrewsbury Town Offices for a publicly warned meeting on August 7, 2025, at 5.40 pm. Present were board members Michelle Greene and Sandy Bragg.

The agenda was approved and the minutes of the 5-12-25 meeting were approved with no amendments.

The second quarter audit duties will be assigned as previously except Michelle will be responsible for the 10% sample. The second quarter audit has begun, Linda McGuire having provided materials in a very timely manner.

Sandy will be responsible for obtaining the latest internal controls checklist from the town treasurer. Michelle has requested that the latest grand list be provided in Excel format.

There remain two training sessions with Rich Biziak, which both Michelle and Sandy will attend: training on the software used to compile Word and Excel documents in PDF format for the annual report and training on the Grand List audit. Both sessions are expected in the fall, closer to the time of the annual report. Michelle will coordinate the scheduling of the training sessions.

The meeting adjourned at 6.05 pm.

Respectfully submitted,

Sandy Bragg