

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting

September 23, 2021

1PM

Zoom meeting

Minutes

The meeting was called to order at 1:01pm.

Those present included members Kathy Donahue and Kathi Newcombe and Treasurer Ellen Rodriguez.

Citizen Comments: None

Approval of minutes 9/16/21: Kathi moved and Kathy seconded to approve; motion carried unanimously.

Work Session for Policies and Procedures: The Committee members reviewed the auditor's comments and made changes to the *Accounting Policies and Procedures Manual* on pages 35 through 61.

Kathi will make changes and distribute to the attendees.

Next meeting tentatively scheduled for 10/7/21 at 1pm.

Citizen Comments: None

The meeting was adjourned at 2:28pm.

Respectfully submitted, Kathi Newcombe