

Town of Hampton  
Board of Finance  
Policies and Procedures Committee Meeting  
September 16, 2021  
1PM  
Zoom meeting

Minutes

[https://drive.google.com/file/d/1v82RETSCpF-zhIZMOHy9rhGrLMeIVHMs/view?usp=drive\\_web](https://drive.google.com/file/d/1v82RETSCpF-zhIZMOHy9rhGrLMeIVHMs/view?usp=drive_web)

The meeting was called to order at 1:08pm.  
Those present included members Kathy Donahue, Judy Buell, Kathi Newcombe and Treasurer Ellen Rodriguez.

Citizen Comments: None

Approval of minutes 8/31/21: 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 19 through 34.

Kathi will make changes and distribute to the attendees.

Next meeting tentatively scheduled for 9/23/21 at 1pm.

Citizen Comments: None

The meeting was adjourned at 2:21pm.

Respectfully submitted, Kathi Newcombe