

**West Seneca Internal Audit Committee
August 8, 2023, 6:00 PM Meeting Minutes
Community Center & Library Small Conference Room
1300 Union Rd West Seneca NY 14224**

Roll Call: - Chairman Breidenstein called the meeting to order at 6:00 pm

Present:	<u>Chairman-</u>	Robert Breidenstein
	<u>Secretary-</u>	Susan Kims
	<u>Members-</u>	Mary Maguire
Absent:		Mary Sherman - excused
Notations:		n/a
Guests:		n/a

Meeting Minutes:

Motion by Chairman Breidenstein and seconded by Mary Maguire to approve the minutes from the Internal Audit Committee meeting of August 8, 2023.

3-Aye 0- Noe

Motion Carried 3-0

Announcements: Mary Sherman has an excused absence

Future Meeting Time and Dates: following meeting dates accepted

9/12/2023 @ 6pm 11/14/2023 @ 6pm 12/12/2023 @ 6pm

Possible Meeting Dates

10/10/2023 @ 6pm

Old Business-

IAC discussed the reason and necessity to cancel the July IAC meeting. The Clerk's Office has asked to email the agenda and minutes to three (3) Clerk's office staff members to insure the items are posted to the website. The Chair has asked for confirmation that the meeting dates and minutes are posted in to comply with Open Meeting protocols.

New Business: Review of Procurement Policy –

IAC reviewed process for credit cards-who has access to cards used by Highway Dept.

- Presently there are 6 credit cards
- Discussion on usage and pre-authorization, needed is a list of authorized users, reason for purchase. There is no evidence of improper use of credit cards
- Documentation-dept. Heads & Administration

- Police-1 credit card, captain has card
- Senior Center use of card is unclear at the time of this meeting. The Chair will follow up with Director to verify usage and report back to committee

Administrative

1. The Supervisor has inquired if the IAC would review existing contracts for compliance. The Chair will begin to secure multiple contractual documents for review beginning in September and likely through October IAC meetings.

Next meeting 9/12/23

Public Comments: None

Adjournment

Motion by **Chairman Breidenstein** and seconded by **Mary Maguire** to adjourn the Internal Audit Committee meeting at 6:45 pm

3- Aye 0- Noe
Motion Carried 3-0

Respectfully submitted

Susan Kims

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Internal Audit Committee Secretary

August 8, 2023