

West Seneca Internal Audit Committee
June 4th, 2024, Meeting Minutes
@ 5:00PM CCL Small Conference Room
1300 Union Rd West Seneca NY 14224

Meeting called to order @ 5:00 PM by Councilmember Robertson

Pledge of Allegiance

Roll Call:

Present: Chairwoman-
Members- Mary McGuire, Mary Sherman
Secretary- Scott Robertson

No guests

Meeting Minutes:

Motion to approve March 6, 2024, meeting minutes.
Motion by Robertson, Second by McGuire.
3- Aye. 0- Nay.

Announcements:

Chairwoman S. Kims has an excused absence, and it is possible it will be long-term.

Old Business:

Looking into how many credit cards are in possession of departments and town employees and the uses pertaining to said departments and individuals. This is ongoing and has many variables involved.

New Business:

Sewer Dept OT will be requested and evaluated in the upcoming meetings.
050500000.50199 Sewer Department Overtime

Town Credit Card Charges

Looking into how many credit cards are in possession of departments and town employees and the uses pertaining to said departments and individuals. Who is responsible for the cards that are issued? Are the uses valid and what are limits/thresholds of the cards in circulation? Are the cards being used appropriately in accordance with directives/policy? The committee wants to ensure that credit card use is on point and accountable.

Administrative:

The committee has decided to make future meetings bi-monthly with the next meeting confirmed for August 6, 2024. The October and December meeting dates will be discussed and confirmed at the October meeting. This was requested for small membership numbers and the long-term absence of Chairwoman Kims.

Finance Department Documents:

IAC discussed the information that we are having pulled from the finance department each month, what we need and what we don't. Can we get more in-depth material for better comparison for better determinations. The committee will ask for clarification through the finance department on how reporting software works. No other concerns currently.

Meeting Agenda/Reports/Minutes Procedure:

IAC continues to re-visit and discuss if we are satisfied with the current procedures, or if we want to make any changes. There were no concerns or recommendations at this time.

Public Comment:

There was no public comment.

Adjournment:

Motion to Adjourn at 5:36 pm by: Robertson Second: Sherman

Aye: 3 Nay: 0 Abstain: 0