

DRAFT

**West Seneca Internal Audit Committee
August 13th, 2024, Meeting Minutes
@ 5:00PM CCL Small Conference Room
1300 Union Rd West Seneca NY 14224**

Meeting called to order @ 5:05 PM by Councilman Robertson

Pledge of Allegiance

Roll Call:

Present: Chairwoman-
Members- Mary Sherman Mary McGuire
Secretary- Scott Robertson
Sue Kims has an extended excused absence.
No guests

Meeting Minutes:

Motion to approve June 4, 2024, meeting minutes.
Motion by Robertson, Second by Sherman.
3- Aye. 0- Nay.

Announcements:

None

Old Business:

Requested Town Credit Card Statements.

New Business:

Reviewed 2 months' worth of statements provided by Finance Dept relative to Highway Dept., Buildings and Grounds, Electrical Dept., and Sewer Dept.

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.

Budget Line Items to be reviewed in October:

050500000.50199 Sewer Department Overtime

Administrative:

The committee has decided to hold bi-monthly meetings for the remainder of the year. October 8,2024 and December 3,2024 will be the next meeting dates. At 5pm in CCL Small Conf. Room.

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 5:42 pm by: Robertson Second: Sherman
Aye: 3 Nay: 0 Abstain: 0