

**West Seneca Internal Audit Committee
December 3rd, 2024, Meeting Minutes
@ 5:00PM CCL Small Conference Room
1300 Union Rd West Seneca NY 14224**

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

Pledge of Allegiance

Roll Call:

Present: Chairwoman- Sue Kims
Members- Mary Sherman John Wittwer Mary McGuire
Secretary- Scott Robertson
No guests

Meeting Minutes:

Motion to approve October 8, 2024, meeting minutes.

Motion by Robertson, Second by Sherman.

Aye: 4 Nay: 0 Abstain: 1 (McGuire was not present at October 8th meeting)

Announcements:

None

Old Business:

None. Materials/Information were unavailable for the meeting. Looking forward to reviewing all documents at the next meeting.

New Business:

Budget Line Items to be reviewed in February 2025:

Will be reviewing Sewer Dept OT from budget line item 050500000.50199.

In depth review of town credit cards for 3 months available prior to February meeting.

Administrative:

Next meeting is February 4th, 2025, at 5pm in CCL Small Conf. Room.

The committee will be moving forward with bi-monthly meetings in 2025 for efficacy.

The dates that were agreed upon are as follows: 2/4/25, 4/1/25, 6/3/25, 8/5/25, 10/7/25, 12/2/25.

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 6:25 pm by Robertson. Second: Sherman

Aye: 5 Nay: 0 Abstain: 0