

**West Seneca Internal Audit Committee
February 4th, 2025, Meeting Minutes
@ 5:00PM CCL Small Conference Room
1300 Union Rd West Seneca NY 14224**

Call meeting to order 5:01PM

Pledge of Allegiance

Roll Call:

Chairman – Scott Robertson (Present)

Secretary – Sue Kims (Excused Absence)

Members – Mary McGuire (Present), Mary Sherman (Present), John Wittwer (Excused Absence)

Guests – None

Minutes:

Motion by Robertson to approve December 3rd, 2024, Meeting Minutes. Second by McGuire.

Aye: 3 No: 0 Abstain: 0

Announcements:

Just a reminder that the 2025 IAC meetings are bi-monthly.

Old Business:

2024 IAC Annual Report has been filed. The following line items from Charter Communications and Valley Tire Co, Inc. were discussed 14520570111024, 145764501110724, 141749801110724, 145718401110724, 244966701110124 and 24-1492681-054. Follow up information was decided, and information will be asked for/provided at next meeting. Sewer Dept Overtime (05050000.50199) from Jan1, 2024-Sept 30,2024 was gone over, many questions were discussed. Information/Answers will be asked for/provided at the next meeting.

New Business:

Discuss findings related to topics above. We will be looking at Vendor Invoices from Cintas and Eaton Office Supplies regarding line items ending in .50417

Administrative:

Finance Department Documents:

The IAC will continue to request more in-depth information relating to items that are discussed to be provided in a timely manner.

Meeting Agenda/Reports/Minutes Procedure:

The IAC will be determining items and issues to be discussed and brought up for future IAC meetings.

Public Comment: None

Adjournment: Meeting was adjourned @ 6:18PM. Motion by Robertson, Second by Sherman.
Aye: 3 No: 0 Abstain: 0