

West Seneca Internal Audit Committee
February 6th, 2024, Meeting Minutes
@ 6:00PM CCL Small Conference Room
1300 Union Rd West Seneca NY 14224

Meeting called to order @ 6:00 PM by Chairwoman Kims

Pledge of Allegiance

Roll Call:

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

Meeting Minutes:

None. The Year End Report was approved at the last meeting.

Announcements:

None

Old Business:

None

New Business:

Mission Statement

It is the responsibility of the WS Internal Audit Committee to provide independent review and oversight of the town's financial reporting processes and internal controls. During their reviews of vendor materials and credit card activities the IAC committee will ensure that purchases follow the town's Procurement Policy. The Committee shall present an end of year report to the Town Board.

Town Credit Card Charges

No credit card invoices have been provided at this time.

Accounts Reviewed

IAC reviewed and discussed invoices for Account 01362000.50481 Clothing Allowance for Code Enforcement, Account 01806000.50408 Clothing Allowance for Sanitation, Account 01908900.50820 Boot Allowance General, Account 02908990.50820 Boot Allowance for Highway Dept. and Account 05050000.50820 Boot Allowance for Sewer Dept.

Recommendation: Chairwoman Kims will recommend on behalf of the committee that they attach relevant and more specific purchase documentation with the corresponding reports that have been previously submitted relative to the accounts being looked at.

Purpose – ease of tracking.

There were no further questions or concerns.

Budget Line Items March 2024:

Line Items ending in .50420 (Phones/Cellphones) for all Departments.

Administrative:

The following meeting dates are approved and finalized.

2024 Meetings Dates - All meetings start @ 6:00 p.m.

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

July 2, 2024

August 6, 2024

September 3, 2024

October 1, 2024

November – no meeting - Election Day

December 3, 2024

Administrative:

Finance Department Documents: IAC discussed information that we are having pulled from the finance department each month, what we need and what we don't. There were no concerns or recommendations at this time.

Meeting Agenda/Reports/Minutes Procedure: IAC discussed 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 8:01 pm: Mary Sherman Second: Mary McGuire

Aye: 4 Nay: 0 Abstain: 0