

**West Seneca Internal Audit Committee**  
**March 5<sup>th</sup>, 2024, Meeting Agenda**  
**@ 6:00PM CCL Small Conference Room**  
**1300 Union Rd West Seneca NY 14224**

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**Pledge of Allegiance**

**Roll Call:**

Chairwoman – Susan Kims

Secretary – Scott Robertson

Members – Mary McGuire, Mary Sherman

Guests –

**Minutes:**

Motion to approve February 6, 2024, Meeting Minutes

**Announcements:** Mary Sherman has an excused absence

**Old Business:**

**Reviewed and approved mission statement as follows:**

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.

Reviewed and discussed Clothing and boot Allowances for Code Enforcement & Highway Recommendation for ease of tracking – relevant & specific purchase documentation including reports previously reviewed, for ease of tracking.

Reviewed and approved meeting dates for remainder of 2024

**New Business:**

Request for review at 3-5-24 meeting.

Line Items ending in 50420 (PHONES/CELLPHONES) FOR ALL DEPARTMENTS, Comments and suggestions.

**Administrative:**

**Finance Department Documents:**

The IAC will continue to request more in-depth information relative to items that are discussed.

**Meeting Agenda/Reports/Minutes Procedure:**

The IAC will be determining items and issues to be discussed and brought up for the April IAC meeting.

**Public Comment**

**Adjournment**