

West Seneca Internal Audit Committee
March 5th, 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
Secretary- Scott Robertson
Mary Sherman excused absence.
No guests

Meeting Minutes:

Motion to approve February 6, 2024, meeting minutes.
Motion by McGuire, Second by Robertson.
3- Aye. 0- Nay.

Announcements:

None

Old Business:

Approved Mission Statement.
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:

Reviewed line items ending in 50420 regarding phones/cellphones for all departments. Nothing to
compare relative charges. Looking to expand provided information for more accurate determination.

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.

Accounts Reviewed

IAC reviewed and discussed invoices for Account 01513200.50420. Charges seem to be inconsistent for
certain months.

Recommendation: The committee will continue to compile more data and information related to this
line item for further comparisons relative to spending and costs.

Purpose – ease of tracking.

There were no further questions or concerns.

