

**West Seneca Internal Audit Committee
May 17, 2023, 6:00 PM Meeting Minutes
Community Center & Library Small Conference Room
1300 Union Rd West Seneca NY 14224**

Roll Call: - Chairman Breidenstein called the meeting to order at 6:00 pm

Present:	<u>Chairman-</u>	Robert Breidenstein
	<u>Secretary-</u>	Susan Kims
	<u>Members-</u>	Mary Maguire, Mary Sherman
Absent:	n/a	
Notations:	n/a	
Guests:	n/a	

Meeting Minutes:

Motion by **Chairman Breidenstein** and seconded by **Mary Maguire** to approve the minutes from the Internal Audit Committee meeting of March 14, 2023.

4-Aye 0- Noe
Motion Carried 4-0

Announcements:

Future Meeting Time and Dates: following meeting dates accepted

7/18/2023 @ 6pm	11/14/2023 @ 6pm
9/12/2023 @ 6pm	12/12/2023 @ 6pm

Possible Meeting Dates

8/8/2023 @6pm (approved)	10/10/2023 @ 6pm (approved)
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Old Business

None

New Business

1. Fire purchasing for Highway Department, second set of invoices. Purchases comply with process.

2. In July review Procurement Policy and Procurement Policy
Review process for credit cards-who has access to cards used by Highway Dept.

Administrative

1. Decide which budget line accounts IAC is interested in reviewing at next IAC Meeting.

Public Comments:

None

Adjournment

Motion by **Chairman Breidenstein** and seconded by **Mary Sherman** to adjourn the Internal Audit Committee meeting at 7:15 pm

4- Aye 0- Noe

Motion Carried 4-0

Respectfully submitted

Susan Kims

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Internal Audit Committee Secretary

January 11, 2023