# West Seneca Internal Audit Committee March 5<sup>th</sup>, 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: <u>Chairwoman</u>- Sue Kims <u>Members</u>- Mary McGuire <u>Secretary</u>- 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.

<u>Recommendation</u>: 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.

### Budget Line Items May 2024:

050500000.50199 Sewer Department Overtime

#### Administrative:

The committee has decided to cancel the April 2024 meeting due to multiple members being unavailable.

## Administrative:

**Finance Department Documents:** IAC discussed the information that we are having pulled from the finance department each month, what we need and what we don't. Can we get more in-depth material for better comparison for better determinations. There were no concerns or recommendations at this time.

**Meeting Agenda/Reports/Minutes Procedure:** IAC continues to re-visit and discuss 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 7:04 pm by: McGuireSecond: KimsAye: 3Nay: 0Abstain: 0