

VILLAGE OF PALMYRA BOARD OF TRUSTEES

SP. MTG. AUDIT REPORT APRIL 15, 1994 10:00 a.m.

PRESENT: Mayor James G. Elliott, Trustees Harold E. Kruger and Ann F. Guest, Village Clerk Bonnie Hays, Treasurer Darlene Matteson, and New York State Auditor, Dave Sauer.

CALL TO ORDER: Mayor Elliott called the audit meeting review to order at 10:14 a.m.

AUDIT REVIEW: Dave Sauer began the review by noting that a report would be coming from the State and there would be a conference at that time. The report would come back from Albany in approx. 1-2 months. No objections can be settled until the Village of Palmyra writes up something as to a corrective action plan within 90 days after report receipt. There could be a follow up audit 9 months after the report. 7-10 days after receipt of the objections are sent to the VOP, they will be sent to the local paper for publication.

POINTS NOTED: 1. A separation of duties for the Dep. Clerk so that she is not handling all records, cash, posting of customers, and posting of general ledger. This system lends itself to a lack of internal control. Should be corrected.

2. Doing budget amendments should be named and not generally covered. This will insure that the VB is amending the budget and not the Treasurer. List the adjustments so that VB knows what the specific adjustments are.

3. Annual audit should be done by the VB of the Treasurers records and the court records. This should be done yearly for reliability making sure that the dockets and the records of the Justice have been done using the proper procedures. The VB should establish a procedure for doing the above. Does not have to be done on the fiscal year basis said D. Sauer. The total for the monies in and bank statements should agree. A committee from the VB or the entire VB can do the audits.

4. Procurement policy and procedures should be more specific and paper work should be kept proving verbal quotes received and the Dept. heads should be reminded of this. D. Sauer suggested a form be used to list quotes received.

5. Competitive bidding for fuel must be done yearly.

6. Trust and agency fund - group health insurance has an excess of over \$5,000 which was noted at reconciliation. This amount needs to be adjusted and returned in some manner to the employees. This amount is not Village money and was over collected.

Items of a minor nature:

1. Fixed assest records--no central location for an established list. A list must be made and kept.

2. Technical point on the amounts for Sexton and Cemetery Fund. The principle must be kept in tack and only the interest must be used.

3. It is a requirement that an employee of the Village sign the purchases, purchase orders and apaprovals of the purchases for the W/WW dept.

Trustee Guest left at 10:40 a.m. and the meeting was closed at 11:10 a.m. by Mayor Elliott.

Respectfully submitted,
Bonnie J. Hays, Village Clerk

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