

**Audit Committee Meeting Minutes**  
**April 13, 2015 3pm**  
**236 Third Street, Greenport, NY 11944**  
**Village Hall Conference Room**

**Attendance:** Mayor George W. Hubbard Jr., Trustee Mary Bess Phillips, Trustee Douglas Roberts, Treasurer Robert Brandt, Deputy Treasurer Stephen Gaffga, Deputy Clerk Jeanmarie Oddon

**Call to Order:**

Meeting called to order at 3:30 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting (February 17, 2015.) Motion carried.

Treasurer Brandt gave a brief description of the Corrective Action Plan from OSC for the new Committee Members.

**Old Business:**

**Village Wide Audit:**

Treasurer Brandt advised that a Village Wide Audit will be conducted with tentative dates of September 14<sup>th</sup>-18<sup>th</sup>, 2015. Treasurer Brandt has requested that the audit be moved up by one week.

Upon completion of the last audit by SAXBST, a new Request for Proposals will need to be prepared and noticed by the Clerk's Office during the Regular Meeting of the Board of Trustees in October 2015.

**Annual RFP's:**

Mayor Hubbard requested that the Treasurer's Office draft a list of all Annual RFP's and Bids for review and circulate it to the Board.

**Review Cash Procedures for Village Sponsored events:**

Treasurer Brandt provided a Draft Copy of the 2012 Tall Ships Event Cash Standard Operating Procedures (attached).

Members discussed ways to improve upon these methods for the upcoming 2015 Tall Ships Event and 2015 Dances in the Park event. There are credit card machine(s) designated solely for the 2015 Tall Ships Event only.

Treasurer Brandt will contact Bridgehampton National Bank regarding the loan of three (3) designated credit card machines for the 2015 Tall Ship Event. He will also negotiate with the bank to reduce credit card fees overall.

Trustee Roberts suggested that Treasurer Brandt investigate the option of utilizing a mobile scanner application with a Village owned smart-phone or Ipad. This would enable a Village employee to "walk the lines" to reduce the overall wait times for patrons.

Treasurer Brandt suggested purchasing multiple smaller tin Donations Boxes with key locks that would be labeled properly for Dances in the Park.

All collections at the Events will be made by a designated Village employee.

All collections of monies are to be kept safeguarded ("under lock and key") until they are brought to the Village Hall office to "run through" the Clerk's Office for bank deposit.

**Assignment of Monthly Abstract Reviews:**

Treasurer Brandt and Trustee Phillips provided an overview of the proper procedures for reviewing monthly abstracts. This includes a series of "checks and balances" to ensure all backup documentation is in order before Board Members sign the "final abstract" at the end of Regular Session meetings.

At Treasurer Brandt's request, there will be an "overlap" of the training time period by Trustee Phillips, as Trustee Roberts takes over the monthly Abstract review from Trustee Robins.

Treasurer Brandt, going forward, will run a separate abstract for Fire Department vouchers.

Mayor Hubbard will inquire to the Fire Department about rescheduling the monthly meeting date to allow the Village to receive invoices in a more timely fashion.

**New Business:**

None

**Recommendations to Village Board:**

None

**Close Meeting:**

Motion made by Mayor Hubbard and seconded by Trustee Phillips at 4:00 p.m. to adjourn. All in favor. The next meeting will be held on June 8, 2015 at 3:00 p.m. at Village Hall.