

**Audit Committee Meeting Minutes
December 15, 2014 at 2:00 p.m.
236 Third Street, Greenport, NY 11944
Village Hall Conference Room**

Attendance: Mayor David Nyce, Trustee Mary Bess Phillips, Trustee Julia Robins, Village Clerk Sylvia Pirillo, Treasurer Robert Brandt, Deputy Treasurer Stephen Gaffga.

Call to Order:

Meeting called to order at 2:02 p.m.

Motion made by Mayor Nyce and seconded by Trustee Mary Bess Phillips to accept the minutes of the last meeting. Motion carried.

Old Business:

Cash Audits (In-House)

~ Mayor Nyce suggested looking into "token machines" for the ice rink and carousel, to eliminate cash sales.

~ According to Mayor Nyce, the token machine would be inside the carousel building, and another ice rink machine would be mounted inside the facilities building.

~ Token machines should accept both credit and cash, and also give back change in the form of money (not tokens). Possibly, a change machine may also be needed.

~ Deputy Treasurer Gaffga suggested the use of "two-sided" tickets in the meantime.

~ Trustee Robins brought up the Recreation Center, and the fact that cash is paid there.

~ All monies for the Campground should go to the Village Hall office, and all monies are to "run through" the Clerk's office. Treasurer Brandt is to send out a memo regarding this. All cash sales are to be recorded through the Clerk's Office. A copy of the work sheet from the cashier needs to be included with the paperwork submitted to the Clerk's Office.

~ Trustee Phillips brought up the Tall Ships event cash collection.

Ad Hoc Committees

~ Each Committee should create a Treasurer's Report each month, for the Village Treasurer's benefit. Change of cash collection procedure at the Carousel is needed.

~ Village staff will be responsible for the collection of monies at Dances in the Park for the next season.

IT Security Update :

- ~ The server is now screened in at Village Hall.
- ~ There are cameras inside the Carousel.
- ~ Right now, these cameras will be monitored in the Marina office. Jeff and Sarah will both be at the Marina Office, with only Jeff Goubeaud having access to the tapes.
- ~ Mayor Nyce suggests we hire a security service to monitor cameras, to provide actual security, and to lock and check Village areas.

Cleaning Services Update :

- ~ Post the Request for Proposal on the website.
- ~ E-mail the Request for Proposal to Trustees Robins and Phillips.
- ~ Post bond, insurance?

Village-Wide Audit:

- ~ Sax/BST will make a presentation at the January regular meeting of the Board.
- ~ Discussion of audit outcome.
- ~ Treasurer Brandt is to re-calculate "capital buy-in", among other things, for those that are outside of the district.
- ~ Regarding the Comprehensive Annual Financial Report, Treasurer Brandt suggests that we do it, with statistics "done in-house" and compiled by Sax/BST.

Close Meeting

Motion made by Mayor David Nyce and seconded by Trustee Phillips at 2:55 p.m. to adjourn. All in favor. The next meeting will be held on February 17th at 2:00 p.m.