Audit Committee Meeting Minutes
December 14, 2015 at 3:00 pm
236 Third Street, Greenport, NY 11944
Village Hall Conference Room

Attendance: Mayor George W. Hubbard Jr., Trustee Mary Bess Phillips, Trustee Douglas Roberts, Clerk Sylvia Pirillo, Treasurer Robert Brandt

Call to Order:
Meeting called to order at 3:10 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting (October 5, 2015.) Motion carried.

Old Business:
- **Tanks and Metering:** There are fobs for cars and also personal ID's. Same system for Village as for Greenport Fire Department. Training of fueling to take place. Treasurer's office will monitor logs of fuels. First print-out of system to be discussed at February meeting.

- **Accounts Payable Procedure Review**
  Preliminary abstract is for review, and final is for Board. Memo to be sent from Treasurer to include cut-off date for each month, through 2016. Memo to go to all Departments.

New Business
- **Procurement Policy Review**
  29-1A. Aggregate amount across all funds, or particular to each individual fund. (Emergency repairs are not considered in aggregate total.) Memo required to back-up Emergency repair. Aggregate totals need to be watched.
  29-2B. Public works contracts. Resolutions to be attached Guideline Solicitation List Sole source provider - needs a letter
  29-6C PO's always written for amounts over $ 100.00.

Annual bids already noticed:
- Diesel
- 87 Octane
- Heating Oil
- Snow Removal
- Trees

Hurricane insurance and liability / umbrella were discussed, especially at Marina.

- **Cash Policy**
  Mc Cann Campground: taking cash? Bulk of payments are checks and credit cards. Audits of tents to include - cash collected for tent spots Cash audit not done Procedure between Campground and Marina was audited Cash collected anywhere in Village needs a receipt.

Check on Marina insurance (through McMann-Price) - is it Seasonal?

Recommendations to Village Board:
None

Close Meeting:
Motion made by Trustee Roberts and seconded by Mayor Hubbard at 4:10 p.m. to adjourn. All in favor. The next meeting will be held on February 8, 2015 at 3:00 p.m. at Village Hall.