

West Seneca Internal Audit Committee
May 19, 2026, 5PM Meeting Agenda
Community Center & Library Small Conference Room
1300 Union Rd West Seneca NY 14224

Call meeting to order
Pledge of Allegiance
Roll Call

Minutes:
Motion to approve March 3, 2026, meeting minutes

Announcements:

- Introduction of Councilman Scott Robertson who will fill vacancy created by resignation of J. Piekarec

Old Business:

- Check #4219 to Catholic Charities (\$79.97) – Finance Director verified that check was sent to Catholic Charities for “physician treating”.
- IAC identified stale dated checks on Bank Rec – Finance Director confirmed that checks can stay outstanding for only 1 year, the policy was not followed prior to her absence. She will write off all stale dated checks once the bank reconcilements are up to date

New Business:

- 01141000.50426 – Clerk’s Office Advertising
- 01711000.50200 – Buildings & Grounds Equipment
- Credit Card Review

Administrative

- Decide which budget lines/vouchers IAC wants to audit at July Meeting
- Do we want to see Budget Reconciliation added to the IAC Governing Resolution
- Bank Reconciliation to continue in July; request for finance was missed

Public Comments

Adjournment