

West Seneca Internal Audit Committee

March 3, 2026, Meeting Minutes

6:00 PM CCL Small Conference Room

1300 Union Rd West Seneca NY 14224

Call meeting to order 6:07 PM

Roll Call:

- Chairman – Jeffrey Piekarec (Present)
- Secretary – Mary Sherman (Present)
- Members – Mary McGuire (Present)
 - Pamela Schmidt (Present)
 - Deborah VanWey-Kociencki (Absent)

Minutes:

Motion by Piekarec to approve January 6, 2026, Meeting Minutes; Seconded by McGuire

Aye: 4 No: 0 Abstain: 0

Announcements:

IAC to possibly review electric bills as a 2026 initiative. Mary S. to discuss with Finance

Old Business:

- Nativity Scene purchase and lack of documentation:

Building and Ground's Crew Chief will make a better effort to upload supporting documents substantiating credit card purchases

- The IAC Chairman Valley Tire lack and omission of vehicle number on the voucher:

Highway Supervisor will include them going forward

- Amazon Vouchers

Reminder to council liaisons and department heads to keep Amazon orders over the minimum to qualify for free shipping

New Business:

- Recreation Equipment – paid shipping on one order. No major issues
- Police Vehicles – No issues
- Police Credit Card – No issues
- Recreation Credit Card – No Issues
- Workers Compensation Reconciliation
 - JP to make request to Finance Director – Please redact the account numbers
 - Chair to ask Finance Director to explain the outstanding checks over 12 months
 - Catholic Charity reference #4219 - \$79.97 Chair to inquire

Public Comments: None

Finance Department Documents for review on May 5:

- Two random credit cards
- Budget lines:
 - 01141000.50426 – Clerk's Office Advertising
 - 01711000.50200 – Buildings & Grounds Equipment
- Bank reconciliations

Adjournment 7:46 pm:

- Motion by Sherman, Seconded by McGuire: Aye: 4 No: 0 Abstain: 0