VOLNEY TOWN BOARD SPECIAL MEETING

VOLNEY MUNICIPAL CENTER

MAY 11, 2021 3:30 PM

Present: Supervisor Greg Hartranft, Councilor Garry Stanard, Councilor Ariane Hamblin-Smith, Councilor Margaret Rusaw, Town Clerk S Austin and Bonadio Representative Keeley Hines.

A special meeting was held with the representative (Keeley Hines) from Bonadio Co. in regards to a project audit that was performed at the Town of Volney.

The project audit was conducted due to the change in administration.

Keeley went over several key points that she said had room for improvement but overall there were no red flag issues.

The key points included:

Reviewing the authorized signatures listed at the bank. Make sure that no past employees still had their names listed on our accounts.

Board should review bank statements, abstracts, bank reconciliations and budget reports on a regular basis.

Making sure that the payee is not the same as the department approver.

Monthly retirement reports should be reviewed and confirmed periodically by the town board.

Expense reimbursements should always be re-calculated by the approving person.

Additional pay can be provided for any jobs or duties outside the normal job description with approval by the town board. It needs to be determined if it should be on payroll or a voucher at the time of approval.

Time sheets need to be signed off on from the department head.

The board decided that the draft copy from Bonadio will become the final copy for the records, as it has more detail in it.

There was discussion about the recovery money that will be coming in from the state in connection with the COVID-19 stimulus.

Meeting ended at 4:15 pm

Respectfully Submitted:

Sandra Austin, Town Clerk