



Audit Committee Agenda
April 11, 2016 @ 4:00 PM
236 Third Street, Greenport, NY 11944
Village Hall Conference Room

Call to order (Open meeting)

Approve minutes of last meeting

Old business

~ Light Plant Tanks & Metering of Fuel

- Fob issued for each vehicle – each vehicle has a per use limit to gallons pumped
- ID/ Fuel card issued for each driver
- Driver must have both fob and id number to activate pump.
- Reports for all driver activity, vehicle usage. Data intensive reports to come (large amount date entry to start) such as mileage. Will need fob, ID # and mileage. Will then be able to track MPG.
- Reports to be issued to Village Admin. And Treasurer weekly

~ Audit of bank set up procedure at ice rink and marina, carousel

New business

~ SCNB – Bank account interest , collateral vs. letter of credit

~ RFP – Auditors

~ Invoice Cloud – on line utility bill paying portal

Recommendations to Village Board

Schedule next meeting for June 13, 2016

Close meeting (Adjourn)

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TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR
MARY BESS PHILLIPS
DOUGLAS W. ROBERTS
JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
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CLERK
SYLVIA PIRILLO, RMC
Ext. 206

TREASURER
ROBERT BRANDT
Ext. 217