

**MONTGOMERY-OTSEGO-SCHOHARIE SOLID WASTE
MANAGEMENT AUTHORITY**

AUDIT COMMITTEE MEETING

DATE: December 5, 2007

LOCATION: MOSA Administrative Complex, Howes Cave

MEMBERS PRESENT:

Dan Baker
Ed Wesnofske

MEMBERS ABSENT:

David Parker

OTHERS PRESENT:

Gilbert Chichester
Jason Cooper
Barbara Corrigan

1. Opening

Chairperson Baker opened the meeting at 10:10 a.m.

2. Review Audit Committee Charter

Mr. Baker asked if Mr. Wesnofske had reviewed the charter and if he had any comments.
Mr. Wesnofske reviewed it and indicated it can be refined in the future if we need to.
Mr. Baker Recommended the Charter be brought before the Board
Mr. Wesnofske seconded
Motion to be carried to the Board

3. Review Finding from Procedure Review

Mr. Baker indicated he had come to the office on consecutive Thursdays to review procedures

a. Credit Cards

The credit card review turned up some computer software purchases that Mr. Baker felt should have gone through the PO process. Mr. Chichester indicated that the software is purchased on a state contract through Dell. With access through the web it is more efficient to complete the transaction using a credit card. The receipts are printed out and filed with the credit card statements.

Mr. Baker indicated there was a greater need to clarify the purpose, place, and persons on credit card receipts.

b. Bank Reconciliations

Mr. Baker reviewed several months of bank reconciliations
Several checks were pulled from the outstanding check list (including telephone bills which were reviewed during this process)
Procedures were discussed and reviewed

Operations Committee Meeting
December 5, 2007

It was decided the Director of Finance and Administration should review the bank reconciliation once complete.

4. Closing

The meeting adjourned at 10:37 a.m.

Respectfully submitted,

Gilbert L. Chichester,
Executive Director