

IAC MINUTES

The Chester Twp. Internal Audit Committee met on Tuesday, March 18, 2008 at 7:10 p.m. at the Chester Town Hall. Meeting was called to order by Chairman, Holeski.

Present: Walter Holeski, Ed Alpern, Judy Caputo and Helen Wilson.

Absent: Karen Austin

MINUTES: Ed Alpern moved, seconded by Helen Wilson to approve the minutes of the February 18, 2008 meeting. Motion carried. Ed moved, seconded by Walter to approve the Sept. 24, 2007 minutes as corrected. Motion carried.

2008 MEETING DATES: Walter presented tentative 2008 meeting dates, subject to change as necessary: They will be on Tuesdays as follows: April 29; May 20; June 24; July 22; August 26; Sept. 23; Oct. 21; Nov. 18; and Dec. 16.

FINANCIAL STATEMENTS: No financial statements were made available at this time. Judy will request year-end financials as well as current ones.

TWP. BANK INFO: Karen sent to the IAC on-line banking information which has just been received. So far nobody has been able to view this info now available. We have all be issued a password and set-up.

PAYROLL INFO REVIEW: Helen reported that with the help of Joan from the finance office she has completed her portion of the payroll auditing that her and Charlie Stevens started. All pertinent data has been reviewed. One small discrepancy was found, that of an employee getting paid \$17.20 rather than \$17.18 according to scale.

ANNUAL REPORT: Tabled at this time, not conclusive enough.

COMPLETION OF PAYROLL AUDIT: It was agreed that Karen and Joan should both be asked to be present at the 4/29 meeting so we can proceed to wrap up the payroll audit by reviewing opers payments, state/federal taxes; health care, life ins., dental, vision union dues, social security and any other deductions applicable to auditing.

No further business, Ed moved, seconded by Walt to adjourn the meeting at 9:30 p.m.

Respectfully submitted, Helen Wilson, Secretary