

FEBRUARY 7, 2019 OFFICIAL AUDIT MINUTES

The Lorraine Town Board opened the meeting at 6:05 pm at the Municipal Building to audit the Town Clerk/Tax Collector and Justice Court financial records from 2018.

Present were: Supervisor Vince Moore, Councilman David Johnson, Councilman Lester Hobbs, Councilman Gordon Hutton, Town Justice Eric Sheldon, and Town Clerk/Tax Collector Melinda Milne. Absent was Councilman Joe Hodges.

The Town Board reviewed the Tax Collector Annual Report for 2018 with supporting documents including bank statements, daily audit reports and checkbook. The Town Board suggested clarification of the year in the checkbook as multiple years are in one register. The Board discussed a \$0.02 discrepancy between the abstract of settlement and the collector's warrant. The Town Board then reviewed the Town Clerk annual report for 2018 with correlating monthly reports, checkbook and bank statements.

RESOLUTION #8 OF 2019

AUDIT OF TOWN CLERK 2018 FINANCIAL RECORDS

MOTION #11 OF 2019 was made by Supervisor Moore to introduce Resolution #8 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

Town Justice Eric Sheldon presented his cash receipt book, bank statements, monthly summaries and receipts from 2018 to the Town Board. The Board reviewed the Justice Court records and completed the state annual audit report.

RESOLUTION #7 OF 2019

AUDIT OF JUSTICE COURT 2018 FINANCIAL RECORDS

MOTION #12 OF 2019 was made by Supervisor Moore to introduce Resolution #7 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

The audit of the Town Supervisor 2018 records will be held on Thursday Feb. 28th at 6:30 pm.

MOTION #13 OF 2019 was made by Councilman Hobbs and seconded by Councilman Johnson to adjourn the meeting at 8:25 pm. All present were in favor. Motion was carried.