

## **JANUARY 31, 2018 OFFICIAL MINUTES**

The Lorraine Town Board opened the meeting at 7:23 pm at the Municipal Building to audit the Town Clerk/Tax Collector and Justice Court financial records from 2017.

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

Town Justice Eric Sheldon presented his cash receipt book, bank statements, monthly summaries and receipts from 2017 to the Town Board. The Board reviewed the Justice Court records and completed the state annual audit report. The Board found an improvement based on prior recommendations. A recommendation was made to coincide dates between the ledger and checkbook. In addition, a recommendation was made to continue annual auditing of the Town Justice financial records. **MOTION #14 OF 2018** was made by Councilman Hobbs and seconded by Councilman Johnson to accept the Justice Court records for 2017. All present were in favor. Motion was carried.

### **RESOLUTION #7 OF 2018 AUDIT OF JUSTICE COURT 2017 FINANCIAL RECORDS**

Whereas, in accordance with Section 2019-a of the Uniform Justice Court Act requires that town justices provide their annual reports to be audited and Whereas the Town Board has an oversight role in financial matters as it relates to the Lorraine Justice Court and the Town and Whereas the Town Justice presented the Town Board the 2017 financial records and the Town Board audited as reflected on Lorraine Form #13, be it therefore Resolved the 2017 Justice Court records have been audited and any findings have been documented on Lorraine Form #13 in addition to being reviewed with the Justice Court. **MOTION #15 OF 2018** was made by Supervisor Moore to introduce Resolution #7 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

The Town Board reviewed the Tax Collector annual report for 2017 with supporting documents including bank statements, daily audit reports and checkbook. **MOTION #16 OF 2018** was made by Councilman Hobbs and seconded by Councilman Hodges to accept the tax collector records for 2017. All present were in favor. Motion was carried. The Town Board then reviewed the Town Clerk annual report for 2017 with correlating monthly reports, checkbook and bank statements. **MOTION #17 OF 2018** was made by Supervisor Moore and seconded by Councilman Johnson to accept the town clerk records for 2017. All present were in favor. Motion was carried.

**MOTION #18 OF 2018** was made by Councilman Johnson to adjourn the meeting at 9:05 pm. The motion was seconded by Councilman Hobbs. All present were in favor. Motion was carried.