



# *Town of Geddes*

## **Fianance Committee Meeting**

### **Agenda**

**May 21<sup>st</sup>, 2018**

**6:00 PM**

**Geddes Town Hall**

- Discuss the General Recordkeeping Requirements for the Chief Fiscal Officer of the Town.( I will provide copies of the checklist noted in the NYS Fiscal Oversight Responsibilities of the Governing Board workbook).
- Discuss the General Recordkeeping Requirements for the Town Clerk, Tax Collecting Officer and Town Justice Court.( I will provide copies of each from the NYS Fiscal Oversight Responsibilities of the Governing Board workbook)
- Budget to Actual reports to be made available monthly to the Board members. ( I will provide copy from NYS workbook) Peggy and I will discuss.
- Projected variances should be noted and Department Heads contacted to identify each item.
- Other items that may be directed to the Finance Committee by the Town Supervisor