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TOWN OF GEDDES
ADMINISTRATIVE/ETHICS COMMITTEE
Meeting Minutes
Committee Members
Supervisor Albrigo – Chairman
Assistant Supervisor Weber

Meeting held on Tuesday, February 28, 2018 @ 6:00 pm

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- 1. Mandatory employee training:**
 - Workplace violence and harassment training has been scheduled for all employees.

- 2. Town Manager position**
 - Advertisement for the position will be posted and sent to newspapers within the next week

- 3. Comptroller Services Update –**
 - 2017 IRS 1099's have been completed and mailed timely
 - Deadline for 2017 AUD Report has been extended to 05/31/2018. Peggy will be responsible to complete.
 - Account reconciliation and adjustments have been completed for all accounts in preparation for the audit.

- 4. Bonadio – 2016 YE audit**
 - Justice Department and Town Clerk audits are complete with no material or significant weaknesses in controls noted by the Independent Accountants.
 - The Town of Geddes main financial audit will begin 04/23/2018.

- 5. NYS Comptroller Office Audit –**
 - Could be 2 months in duration
 - Auditor Todd Munson provided an update on the progress of the audit - audit has been delayed a little bit due to being pulled to attend to other audits
 - One finding – the board person should approve the claims and bank reconciliations
 - Reviewing financial statements and also policies and procedures