

MINUTES OF THE ANNUAL AUDIT WORKSHOP MEETING OF THE TOWN BOARD OF THE TOWN OF FORT ANN HELD ON TUESDAY, MARCH 3, 2016 AT 11:00 A.M. AT THE FORT ANN TOWN HALL

PRESENT: Supervisor Richard Moore
Councilwoman Gretchen Stark
Councilman Dennis Fletcher
Councilwoman Deborah Witherell

ABSENT: Councilman Floyd Varney

OTHERS PRESENT: Helen Denno, Confidential Secretary to the Supervisor/Bookkeeper, Barbara Winchell, Town Clerk, Town Justice Dane Clark, Maureen Barber, Court Clerk

Supervisor Moore called the meeting to order at 11:00 a.m. with the Pledge of Allegiance to the Flag.

The purpose of this meeting was to allow the Town Board to audit the records of the Town Justice for the fiscal year January 1, 2015 – December 31, 2015.

Helen Denno, Bookkeeper, distributed Appendix F – General Recordkeeping Requirements for Town and Village Justice Courts.

Supervisor Moore and Helen Denno, Bookkeeper, went down the checklists on page 39 and page 40 with Court Clerk, Maureen Barber, and Town Justice, Dane Clark answering the questions to the best of their ability since they just took office 1/1/16.

Town Justice Clark stated that the Town of Fort Ann has requested that the state conduct an audit of the court records since there has been a change in administration. He anticipates that being conducted in the next few months.

Motion was introduced by Councilwoman Witherell, seconded by Councilwoman Stark to close the audit workshop at 11:30 a.m.

All of the General Recordkeeping Requirements for Chief Fiscal Officers were collected by the Town Clerk and are being stored in the Town Clerk Office.

Motion was carried.

Motion was introduced by Councilwoman Witherell, seconded by Councilwoman Stark to adjourn at 11:32 a.m.

Dated: March 3, 2016

Barbara J. Winchell, Town Clerk
Town of Fort Ann, New York

