

Town of Canosia
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Town Leadership: Chair Kevin L. Comnick, Supervisor Jeff Erikson, Supervisor Penny Dieryck, Clerk Amber Madoll, Treasurer Neil Sample

BOARD OF AUDIT MEETING MINUTES

February 5, 2025

ATTENDING: Chair Kevin Comnick, Supervisor Penny Dieryck, Supervisor Jeff Erikson, Clerk Amber Madoll, Treasurer Neil Sample, Deputy Treasurer Cheryl Borndal, and Fire Chief Gene Stevens. The meeting was held in person and virtually at the Canosia Town Hall.

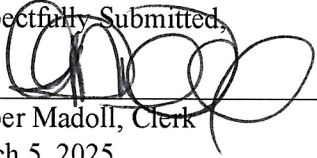
Chair Comnick called the meeting to order at 5:30 p.m. and the pledge of allegiance was recited.

- A. SUPERVISOR ROLL CALL:** Chair Kevin Comnick, Supervisor Penny Dieryck, and Supervisor Jeff Erikson were present.
- B. DISCUSSION:** Chairman Comnick stated that the purpose of the meeting was to review the financial records of the Treasurer and Clerk for 2024.
- C. REVIEW THE CASH BALANCE STATEMENT:** The Clerk's cash balance statement was missing the receipts and disbursements due to how the year was closed out. Clerk Madoll printed an updated Cash Balance Statement and it was replaced in the Clerk 2024 financial binder. The Treasurer and Clerk statements were reviewed and found to match.
- D. VERIFICATION OF DISBURSEMENTS:**
 - a. Supervisor Dieryck requested verification of #22479 for \$230.00 from 1.3.24. Treasurer Sample pulled the required documents and they matched.
 - b. Supervisor Dieryck requested verification of #22693 for \$378.60.00 from 5.5.24. Treasurer Sample pulled the required documents and they matched.
 - c. Supervisor Erikson requested verification of #22888 for \$50.00 from 9.4.24. Treasurer Sample pulled the required documents and they matched.
 - d. Supervisor Erikson requested verification of #22825 for \$1,555.00 from 8.3.24. Treasurer Sample pulled the required documents and they matched.
 - e. Supervisor Dieryck requested verification of #22640 for \$471.51 from 4.3.24. Treasurer Sample pulled the required documents and they matched.
 - f. Supervisor Erikson requested verification of #22982 for \$3,259.97 from 12.4.24. Treasurer Sample pulled the required documents and they matched.
- E. VERIFICATION OF RECEIPTS:**
 - a. Supervisor Dieryck requested verification of #T-152359 for \$4,314.54 from 3.26.24. Treasurer Sample pulled the required documents and they matched.
 - b. Supervisor Erikson requested verification of #T-152006 for \$1,087.36 from 7.24.24. Treasurer Sample pulled the required documents and they matched.
 - c. Supervisor Dieryck requested verification of #T-152039 for \$4,500.00 from 11.25.24. Treasurer Sample pulled the required documents. The carbon copies of the receipt book were not corrected when a grammatical error was made. This was resolved.
- F. Motion** made by Jeff Erikson, seconded by Penny Dieryck to approve the 2024 financial records of the Clerk and Treasurer. Motion carried unanimously, 3 – 0. Kevin Comnick, Penny Dieryck, and Jeff Erikson voted in favor. The books were signed by the town supervisors.

ADJOURNMENT

Motion by Kevin Connick, seconded by Jeff Erikson, to adjourn the meeting at 6:03 p.m. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.

Respectfully Submitted,



Amber Madoll, Clerk
March 5, 2025

APPROVED:



Kevin L. Connick, Town Board Chair
March 5, 2025