

Village of Fairport
Office of Community + Economic Development

31 South Main Street
Fairport, New York 14450

MINUTES
Audit Committee Meeting
June 11, 2009

Present: Ken Rohr (Chairman), Donna Yawman, Jim Unckless
Kal Wysokowski, Monika Salvage

The regular meeting of the Fairport Office of Community + Economic Development Audit Committee was called to order at 9:30 am.

- I. Approval of Minutes**
A motion to approve the minutes of the March meeting was made by Donna Yawman and seconded by Jim Unckless.
- II. Review Audit Services Request for Proposal**
The Committee approved the presented draft, and staff will send out RFPs to several accounting firms next week. Proposals need to be turned in by July 8, 2009.
- III. Sign Service Agreement IDA/URA**
The agreement was adopted by the Board of Directors on May 18 and signed today.
- IV. AM+M Quarterly Report**
Kal Wysokowski shared the portfolio report, which showed slight gains.
- V. 2nd Quarter Bookkeeping Numbers**
Several adjustments need to be made by Perinton Tax & Accounting. The Committee will receive the corrected and updated balance sheets.
- VI. Review Draft Budget**
The rates for retirement contributions and health insurance are not clear yet. A draft budget will be reviewed next month.
- VII. Old Business**
Ken Rohr referred back to the Reserve Fund Allocation discussion. He will investigate about options for implementation.
- VIII. Motion to adjourn the meeting at 10:20 am was made by Donna Yawman, seconded by Jim Unckless, and unanimously approved.**

The next meeting is scheduled for Friday, July 10, 2009 at 9:30 am.