

Village of Fairport  
**Office of Community + Economic Development**  
31 South Main Street  
Fairport, New York 14450

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MINUTES  
**Audit Committee Meeting**  
October 2, 2009

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

The regular meeting of the Fairport Office of Community + Economic Development Audit Committee was called to order at 11:05 am.

**I. Approval of Minutes**

A motion to approve the minutes of the August meeting was made by Jim Unckless and seconded by Donna Yawman, unanimous.

**II. Agency Audit**

It was agreed to schedule a meeting with Tom Zuber from Raymond Wager, CPA and the Audit Committee in October.

**III. Financial Statements**

The 11-month-statements were reviewed, showing new format and chart of accounts.

**IV. Next Steps**

- Discuss fund balances in IDA and Agency programs and applicability of reserving some of those funds for upcoming purposes:  
On hold for now
- Identify the types of loans OCED makes, review the process used in making the loans, paperwork required, the determination that a loan is delinquent, subsequent follow-up:  
In progress
- Establish written internal control policies:  
Review the auditor's working papers
- Disaster Recovery Plan  
Planned for January – March 2010
- Electronic Transfer of Funds to Section 8 Clients  
May be a middle-ground solution
- Cash Summary Document

**V. Motion to adjourn the meeting at 12:05 pm was made by Donna Yawman, seconded by Jim Unckless, and unanimously approved.**

The next meeting will be with Tom Zuber of Raymond Wager, CPA.