

Town of Windsor, County of Broome, State of New York
A Resolution Acknowledging an Examination of the Records of the
Town Clerk and Tax Collector for 2018 Was Conducted.

Resolution #33-2019

PRESENT: Supervisor Carolyn W. Price
Deputy Supervisor William J. McIntyre
Councilman Mark Odell
Councilwoman Lesa Hawk-Shuler
Councilman Gary M. Hupman

At a Regular Meeting of the Town of Windsor Town Board, held at the Town Hall on the 6th day of November, 2019, the following resolution was

OFFERED BY:
SECONDED BY:

WHEREAS, Town Law Section 123 requires each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the Town Board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled checks or check images as authorized by General Municipal Law Section 99-b;

WHEREAS, on or about the 27th day of August, 2019, the Town Clerk and Tax Collector of the Town of Windsor presented her records and docket to the Town of Windsor's auditing board;

WHEREAS, on or about the 27th day of August, 2019, the Town's auditing board duly examined the records and docket of the Town Clerk and Tax Collector, for the timeframe of January 1, 2018 - December 31, 2018;

WHEREAS, the Town's auditing board completed its review and filed its report in the Clerk's office; and

NOW, THEREFORE, this 6th day of November, 2019, **BE IT RESOLVED** by the Town Board of the Town of Windsor, as follows:

RESOLVED, the Town Board acknowledges that the required examination of the Town books was conducted; the report is on file in the Clerk's Office and makes the following recommendations;

1) The Town Board requires that at the end of April or as soon as possible thereafter, of every given year, it is expected that the final balance of the account would be remitted to the Supervisor but that a minimal amount (less than ten dollars (\$10.00)) be kept in the tax collector's account- in order for the account to remain open;

2) The Town Board requires that tax collections be remitted to the county treasurer by the 15th day of the month following collection;

3) In order to accomplish her responsibilities and properly account for tax collections, the Town Clerk and Tax Collector must comply with those legal requirements and best practices as set forth by the NYS Comptroller's Office, which may change from time to time; and

RESOLVED, this resolution shall take effect immediately.

Vote of the Board:

Supervisor Carolyn W. Price -
Deputy Supervisor William J. McIntyre -
Councilman Mark Odell -
Councilwoman Lesa Hawk-Shuler -
Councilman Gary M. Hupman -

Motion Approved.

Resolution Adopted:

CERTIFICATION

I, Nicole Theleman, do hereby certify that I am the Acting Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at the Windsor Town Hall, 124 Main Street, Windsor, NY on the **6th day of November, 2019**. Said resolution was adopted by the following roll call vote:

Supervisor Carolyn W. Price -
Deputy Supervisor William J. McIntyre -
Councilman Mark Odell -
Councilwoman Lesa Hawk-Shuler -
Councilman Gary M. Hupman -

Dated: _____ 2019

Town of Windsor Seal

Nicole Theleman
Acting Town Clerk of the Town of Windsor