



TOWN OF PARMA

1300 Hilton-Parma Road
P.O. Box 728
Hilton, New York 14468
(585) 392-9461
Fax (585) 392-6659

CARM CARMESTRO
Supervisor

JAMES SMITH
Councilperson

GARY COMARDO
Councilperson

JAMES ROOSE
Councilperson

TINA BROWN
Councilperson

TOWN BOARD MEETING September 4, 2012 6:30 P.M. Meeting

This Meeting Will Be Recorded by the Town Clerk
Pledge of Allegiance
Moment of Silence
Emergency Exit Instructions
Roll Call
Public Forum/Hearing

1. Any citizen may address the Town Board about their concerns

Minutes of the August 21, 2012 Town Board Meeting
Town Clerk Report
Highway Superintendent Report
Building Inspector Report
Recreation Director Report
Miscellaneous Report

BUSINESS ITEMS:

1. Executive Session-Pending Legal Issue
2. Single Audit – Bridges
3. Bid Proposals for Cleaning Service
4. Retirement Reporting Resolution
5. Miscellaneous

INFORMATIONAL ITEMS:

1. Miscellaneous

LIAISON REPORTS:

CORRESPONDENCE:

ADJOURNMENT:



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August 30, 2012

To: Town Board

From: Mary Gavigan

Re: Single Audit of Bridge Reimbursements

The United States Office of Management and Budget requires the NYS Department of Transportation to monitor sub-recipients of Federal transportation funds to determine whether applicable audit requirements have been met. This Circular requires sub-recipients which have expended \$500,000 or more in Federal funds during their annual fiscal year to have an audit performed, commonly referred to as a Federal Single Audit.

The Town of Parma in 2011 expended more than \$500,000. The attached is a proposal for this Single Audit.

Fee Proposal

Our objective is to provide professional services at the lowest cost, while complying with the highest professional standards.

We propose our fees to be:

Audit of Financial Statements	\$6,500
Single Audit Compliance Audit	<u>\$2,500</u>
Total	<u>\$9,000</u>

Our cost proposal is inclusive of all expenses for labor, communications and other miscellaneous expenses incurred in performing the audit. This estimate assumes all of the Town of Parma's accounting records will be substantially closed prior to our year-end fieldwork, all balance sheet and significant revenue accounts have been reconciled to the general ledger, and information we requested is available.

Services at No Charge

Because of the importance we place on ongoing communication, we do not bill for incidental phone calls. Should an incidental phone call require additional follow up, we would provide you with an estimate of the additional fee prior to incurring the time.

We agree that should you choose to retain us for the 2012 Single Audit, our fee will not increase unless the scope and size of your operations changes significantly and we are required to perform additional audit procedures required under generally accepted auditing standards, or you experience significant turnover in key financial personnel resulting in an unexpected increase in audit effort.

DRAFT Retirement Reporting Resolution for 2012 - 2nd Resolution.

ELECTED AND APPOINTED OFFICIALS
STANDARD WORKDAY AND REPORTING

RESOLUTION NO. -2012 Motion by Councilman _____ and
seconded by Councilman _____,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)
Elected Officials					
Highway Superintendent	Brian Speer	8	01/01/2012 – 12/31/2013	N	23.02 **

**the maximum number of days that can be reported to the New York State Retirement System is 20

Motion carried: Aye _____ Nay _____