

**Town of Ancram
Town Board
Executive Session
February 2, 2013**

Present: Supervisor Arthur Bassin Councilman James Miller
 Councilman Chris Thomas Councilman Hugh Clark
 Town Clerk Monica Cleveland

Mr. Bassin called the Financial review meeting to order at 9:04am.

The Court Clerk Ruth Wittlinger gave an overview of the processes of the court office practices. The court was down 100 cases from the prior year, with a final number of 311 cases. The intake of fees is down 20%. Mrs. Wittlinger went through how a case file is documented and the money is followed.

Town Clerk Monica Cleveland gave an overview of the town clerk processes. She stated that the town clerk account has very little that goes through it, save for dog licenses, hunting tags and copies. She stated that this is all documented through the computer program and numbered items.

Tax Collector Monica Cleveland gave an overview of the tax collecting processes. She showed how each batch is produced and documented. She went through the deposit process, how tax bills are accounted for and how the money is distributed.

Marie MacDermott gave an overview of the building department processes. She stated that all the monies which come in are documented in a receipt book that is numbered. The checks are copied onto the back of the permit. The money is turned over directly to the supervisors as is a monthly report. In 2012 there were 111 permits issued.

The board looked at the fee schedule from 2009.

Mr. Bassin declared the meeting closed at 10:35am.

Respectively submitted by,

Monica Cleveland
Town Clerk