



**Chautauqua, Cattaraugus, Allegany & Steuben Counties**

# **Southern Tier Extension Railroad Authority**

**Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779  
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301**

**"This institution is an equal opportunity organization"  
John Margeson, Chairman**

## **STERA Audit Committee**

### **Notice of Upcoming Meeting**

**Date: Monday, March 5, 2012**  
**Time: 9:00 AM**  
**Place: Southern Tier West Planning and Development Board Small Conference Room**  
Center for Regional Excellence  
4039 Route 219  
Salamanca, New York

Please see <http://www.ccasstera.org/htm/march5.html> for access to documents that will be discussed at this meeting.

### **Agenda**

- 1. Roll Call and Introduction of Those Present**
- 2. Reading and Approval of the Minutes of the Previous Meeting (November 14, 2011)**
- 3. Review of Bank Statements and Interim Financial Statements**
- 4. Unfinished Business**
  - A. Proposed Revision of Bylaws to Require Treasurer / CFO to be a Board member and Development of Job Description for the CFO
  - B. Proposed Revision of the Audit Agreement
  - C. Other Unfinished Business
- 5. New Business**
  - A. Changeover of Auditor
  - B. Presentation of Audit and Management Letter
  - C. Review of Reports
    1. Draft Audit Committee Self-Evaluation Report for Calendar Year 2011
    2. Draft Audit Committee Charter Review Report March 2012
    3. Draft Organizational Assessment of the Effectiveness of Internal Controls

D. Other New Business

**6. Public Comment**

**7. Next Meeting Date and Agenda for Next Meeting**

**8. Adjournment**

Please contact STERA Corporate Secretary Tom Barnes at 716-945-5301 x 209 or [tbarnes@southerntierwest.org](mailto:tbarnes@southerntierwest.org) to indicate whether or not you will be able to attend.