

RI TAX COLLECTOR'S ASSOCIATION
Regular Meeting
May 15, 2019

A regular meeting of the Rhode Island Tax Collector's Association (RITCA) was held at Richard's Pub, 3347 South County Trail, East Greenwich, RI.

Present: Rosemarie Silva (West Warwick) – President
Mary Lynn Caswell (Hopkinton) – Vice President
Caitlyn Choiniere (Lincoln) – Secretary
Marcy Alves (Richmond) – Treasurer
Charlene Randall (West Greenwich) – Meeting Coord. & Executive Board
Donna Sullivan (Cumberland) – Executive Board & DMV Committee Chair
Thomas Kane (North Providence) – Education Board Chair

Absent: Shaun Strobel (Pawtucket) – Executive Board
Jane Steere (Glocester) – Membership Board Chair

I. Program Presentation:

TOPIC: Cyber Fraud Protection

SPEAKER: Gene Arnold -- Senior Government Banking Relationship Manager for TD Bank
Joyce Baldassare -- Vice President, Relationship Manager Government Banking for TD Bank

INFORMATION MATERIAL/NOTES: See attached information about topics discussed during presentation.

II. Call to Order:

The regular meeting for RITCA was called to order by President Rosemarie Silva at 11:00 am.

III. Reports from Committees:

SECRETARY:

The membership voted to approve the minutes from the September 26, 2018 meeting. A motion to approve the minutes was made by Charlene Randall and seconded by Donna Sullivan. The motion carried unanimously.

TREASURER:

Treasurer Marcy Alves informed the membership that the current balance of the checking account is \$17,467.75. Our current raffle proceeds are \$203.00. See

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attached. A motion to accept the Treasurer's report was made by Charlene Randall and seconded by Caitlyn Choiniere. The motion carried unanimously.

LEGISLATIVE COMMITTEE: No Report Available

MEMBERSHIP COMMITTEE: No Report Available

EDUCATION COMMITTEE: See New Business

DMV COMMITTEE:

Donna Sullivan informed the membership that the DMV will not be sending out renewals per the new legislation. They will be sending out the delinquent letters, Donna will contact the DMV to see how often they will be sent. If you are still interested in the "clean file" process offered by the DMV, please contact them ASAP to see if they will do another batch. A motion to approve the DMV Committee report was made by Caitlyn Choiniere and seconded by Charlene Randall. The motion carried unanimously.

IV. New Business:

- The membership honored Paula Fahlman for her many years as a member of the RITCA. She will be retiring from Centreville Bank at the end of May and will be greatly missed.
- Rosemarie read a Thank You letter from Rita Deane (Richmond).
- The NRTCTA will be holding its 2019 Conference in Maine this year. The dates are September 22nd to September 25th. Please see our website for more information.
- The Tax Collectors certification process has begun! Please see our website for the study guide and the sign up sheet. You have until August 30, 2019 to take the test, so we can present the certificates at our October meeting.

The membership presented Charlene Randall with a small token of our appreciation for all the hard work that went into getting this certification done. We thank you!!

The newly certified Tax Collectors were presented with their certificates and pins. The following members have taken the test and now have the designation of Rhode Island Certified Tax Collector (RICTC).

- Marcy Alves – Richmond
- Mary Lynn Caswell – Hopkinton
- Caitlyn Choiniere – Lincoln
- Thomas Kane – North Providence

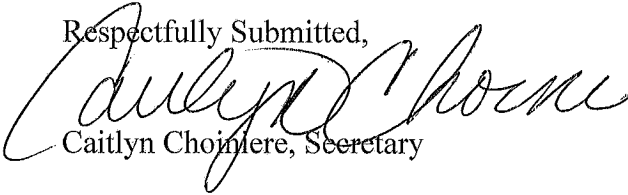


- Rosemarie Silva – West Warwick
- Donna Sullivan – Cumberland

V. Adjournment:

Donna Sullivan made a motion to adjourn. Charlene Randall seconded the motion. The motion carried unanimously. The May 15, 2019 regular meeting of RITCA was adjourned at 11:24 am.

Respectfully Submitted,



Caitlyn Choimere, Secretary

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Rhode Island Tax Collector's Association
Quarterly Meeting 5/15/19
Treasurer's Report

Last balance reported on 1/30/19: **\$17,621.51**

INCOME:

Deposits (Yearly dues & meeting fees from 1/30/19 – 5/14/19):

1/30/19	\$924
1/30/19	\$48 (raffle proceeds)
1/31/19	\$30
2/5/19	\$60
2/20/19	\$280
3/4/19	\$30
3/20/19	\$60
5/7/19	\$30
5/9/19	\$30

TOTAL INCOME: **\$1492.00**

EXPENSES:

1/31/19	\$1125.72	Richard's Pub (1/30 meeting balance)
2/5/19	\$50	Rosemarie Silva (clock for Rita Deane)
2/5/19	\$17.99	Mouseworks (website)
3/11/19	\$23.40	Mouseworks (website)
3/12/19	\$27.25	Deluxe Check (check re-order)
4/26/19	\$169	Mouseworks (website- annual)
5/6/19	\$200	Richard's Pub (deposit for 5/15 meeting)
5/6/19	\$32.40	Mouseworks (website)

TOTAL EXPENSES: **\$1645.76**

CURRENT BALANCE: **\$17,467.75**

CURRENT RAFFLE PROCEEDS: **\$203**

Submitted by:

Marcy Alves
Treasurer, Rhode Island Tax Collector's Association



Fraud Prevention.

Tips to help protect your business.



How well-protected is your business?

The risk of fraud is always present. While you can't predict when or how your business may be targeted, there are many steps you can take to reduce the chances of a fraud attempt becoming a fraud loss.

We've collected helpful tips that our customers have implemented as a source of ideas to develop or enhance your own fraud prevention plan. You will see that many of these practices can be implemented easily and inexpensively.

Whatever you do, don't wait until your business suffers a loss to realize that fraud can be prevented. Now is the best time to take action to better protect your business.

Review your accounting and reconciliation

- Segregate reconciliation duties from payment initiation functions
- Reconcile accounts daily
- Validate requests from vendors to modify payment instructions before making changes
- Use separate bank accounts to isolate transaction types (i.e., deposits versus outgoing wires or checks issued)
- Obtain a full audit by an accounting professional that includes a complete review of your security procedures

Quick tips

Online banking

- Limit user access to match job duties
- Use dollar limits and secondary approvals per transaction or per day
- Create wire and ACH templates, and allow users to create only template payments
- Verify the legitimacy of the source for non-repetitive wire and ACH payments prior to release
- Use alerts to notify you of significant balance changes or payments processed

Safe computing

- Prohibit the use of shared user names and passwords
- Disable auto complete and similar password storage functions on web browsers
- Never access online banking from a public computer or Wi-Fi
- Inform employees of the dangers of clicking links or opening attachments in e-mails from unknown senders
- Instruct employees on what to do if they suspect a PC or network compromise



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Partner with your technology experts

Do employees know what your anti-virus software protects against versus what it does not? Are your applications configured in ways that help deter fraud, like receiving e-mails as plain text or flagging messages with extensions similar to the company e-mail? Take advantage of the expertise offered by technology partners to answer questions such as these and to guide you in choosing the right tools and configurations to help detect and prevent fraud.

Review paper check processes

The fraud associated with paper checks is as strong as ever.

Checks deposited

- Use one bank account with serialized deposit tickets for remote office deposits and verify activity daily
- Use endorsements that direct returned items to the account of your choice
- Consider using a bank-operated lockbox to centralize and automate payments that are mailed to your office(s)
- Consider solutions to convert check payments to cost-effective electronic receivables

Checks issued

- Review the controls in place for your check issuance process – from the printing of checks to receipt by the payee
- Maintain check stock in locked custody with limited access
- Secure items related to check issuance such as facsimile signatures and check reorder forms
- Choose quality paper stock that includes security features
- Audit check stock regularly and without notice

Review your payment practices at least annually to look for opportunities to minimize risk and streamline your cash flow cycle.

Educate employees

Remind them to be suspicious

- Question unusual system behavior
- Safeguard user names and passwords
- Do not use passwords that are easy for others to guess, such as names or birthdays
- Be suspicious of unsolicited e-mails and phone calls

Communicating with TD Bank

- Remember that standard e-mail is insecure, and should only be used for general inquiries
- TD Bank will never ask you to provide your account number, user ID, or password in an e-mail
- Alert TD Bank immediately if you suspect your organization has become a victim of online fraud

Put the power of TD Bank to work for you.
Contact your local Treasury Management Officer or
call 1-888-388-0408 to learn more about products we
offer to help you protect your business from fraud.



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