



# Village of Mount Kisco

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## Transparency of Fiscal Activities

**S9-24-18 | December 2024**

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# Report Highlights

## Village of Mount Kisco

### Audit Objective

Determine whether the Village of Mount Kisco (Village) Board of Trustees (Board):

- Conducted an annual audit of the Village Chief Fiscal Officer's (CFO) financial records and reports,
- Filed the required Annual Financial Report (AFR) with the Office of the State Comptroller (OSC), and
- Reported the results of the Village's fiscal activities to the public in a transparent manner.

### Key Findings

The Board did not:

- Provide for a timely annual audit of the CFO's 2022-23 fiscal year financial records and reports. The annual audit for the fiscal year ending May 31, 2023 was not presented to the Board until March 2024, more than nine months after fiscal year end.
- Ensure the past four fiscal year AFRs were prepared and filed as required by New York State General Municipal Law (GML) Section 30.
- Report the results of the Village's fiscal activities to the public, as required by GML Section 30 and New York State Village Law (Village Law) Section 4-408.

Although our review did not identify any significant fiscal concerns with the Village's general fund for the fiscal year 2022-23, the Board's ineffective oversight resulted in a lack of transparency with the public regarding the condition of the CFO's records and the Village's fiscal activities. As a result, taxpayers and interested parties could not assess the Village's financial operations to make informed decisions.

### Recommendations

The audit report includes seven recommendations to help the Board and Treasurer improve the transparency of their fiscal activities. Village officials generally agreed with our recommendations and indicated they have taken or will take corrective action.

### Audit Period

June 1, 2022 – October 1, 2023

We extended our review of the last filed AFR to include September 2024.

### Background

The Village is located in the Town of Mount Kisco, Westchester County and is governed by the elected Board, comprising a Village Mayor (Mayor), Deputy Mayor and three Trustees. The Board-appointed Village Manager, along with other department heads, is responsible for the Village's day-to-day management.

The Treasurer, appointed in 2013, serves as the Village's CFO and, in accordance with Village Law Section 4-408, is responsible for the custody of all Village funds, and must:

- Keep accounts of all receipts and expenditures,
- Deposit all funds received in a timely manner,
- Pay out all funds, and
- File a statement at the end of the fiscal year of all revenues and expenditures during the previous fiscal year and the outstanding indebtedness at fiscal year-end.

#### Quick Facts

<b>2022-23 General Fund Appropriations</b>	\$24.1 million
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<b>Population</b>	10,959
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**As of September 30, 2024**

<b>Unfiled AFRs</b>	<b>Days Late</b>
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<b>2021</b>	1,127
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<b>2022</b>	762
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<b>2023</b>	397
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<b>2024</b>	31
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# Transparency of Fiscal Activities

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The public has a fundamental right to know how village officials spend tax dollars to provide various services to the public, including general government support, culture and recreation, home and community services, street maintenance, snow removal, police and fire protection, refuse collection, and water and sewer services. To this end, village officials have a responsibility to ensure comprehensive financial information supporting a village board's actions and village operations is readily accessible and available to the public in a transparent manner.

## How Should Village Officials Provide Transparency of Fiscal Activities?

A village board is responsible for overseeing the village's financial operations and safeguarding its resources and is required by Village Law Section 4-408 to annually audit, or cause to be audited, the village CFO's<sup>1</sup> books and records. These books and records include:

- Cash receipt and disbursement transactions,
- Cash reconciliations,
- Receivables,
- Investment records,
- Deposit protections,
- Indebtedness and property records,
- Payrolls, and
- Financial reports.

The audit of these records should be thorough and sufficiently detailed and helps to ensure that sufficient board oversight is being maintained over village operations. An audit of the CFO's records should determine that the following minimum concerns are met:

- Financial records are complete and up to date,
- Transactions are recorded properly,
- Reconciliations are performed monthly, and
- Required reports are made in a timely and accurate manner.

Appendix B includes a checklist and OSC guidance on conducting an annual audit excerpted from our Local Government Management Guide publication *Fiscal Oversight Responsibilities of the Governing Board*.<sup>2</sup> At a minimum, audits provide the village board with the opportunity to assess the effectiveness of financial operations. An annual audit also provides an independent verification that transactions are properly recorded, that village money is properly accounted for and whether any significant fiscal concerns exist.

Furthermore, GML Section 30 requires a CFO to prepare and file an annual report of the village's financial position and results of operations, known as the AFR, with OSC within 90 days<sup>3</sup> after the close of the fiscal year. The AFR provides detailed information about the village's finances and includes such items as revenues, expenditures, debt, cash reserves and fund balance.

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<sup>1</sup> A village can appoint an individual to serve as both clerk and treasurer, or have separate individuals serving as Village Clerk, and as Village Treasurer. Generally, the clerk-treasurer position encompasses the main responsibilities of the treasurer's area of financial accountability and reporting.

<sup>2</sup> Available at <https://www.osc.ny.gov/files/local-government/publications/pdf/fiscal-oversight-responsibilities-of-the-governing-board.pdf>

<sup>3</sup> Villages with populations under 5,000 have 60 days to file, between 5,000 to 19,999 have 90 days, and populations with 20,000 or more have 120 days.

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As part of its oversight responsibilities, a village board should ensure the CFO prepares and files the AFR as required. In addition, the AFR must be made available to the public in accordance with:

- Village Law Section 4-408 which requires the board to publish a notice in the village's official newspaper within 10 days that the AFR has been filed and is available to the public for inspection, and
- GML Section 30 which requires a village to make the AFR accessible to the public on its official website.

Gaps or delays in preparing records, completing annual audits and filing reports undermine transparency and create missed opportunities to identify fiscal concerns earlier when it might be more easily remedied.

### **The Board Did Not Provide For a Timely Annual Audit of the CFO's Records and Reports**

The Board hired a certified public accounting (CPA) firm to conduct the annual audit of the CFO's records and reports for the fiscal year ending May 31, 2023. However, the audit was not completed until February 2024 and was not presented to the Board until March 2024, more than nine months after fiscal year end. As a result, the Board did not fulfill its responsibility to ensure the annual audit was performed in a timely manner.

We performed an annual audit of the CFO's records for the year ending May 31, 2023, as if we were a Board member, using OSC guidance available to, and for, Trustees of the Village. Overall, the CFO's records were properly maintained and up to date and tested transactions<sup>4</sup> were proper, timely and supported. However, we also determined that:

- Although the Village Manager maintains a list of vehicles and equipment for insurance purposes, and the Highway Department maintains a list of highway vehicles and certain equipment, there is no physical inventory of capital assets performed and compared to the master listing in the accounting records. Without periodically comparing the accounting records to physical assets on hand, officials cannot ensure that the Village's capital assets are protected.
- The CFO did not provide monthly financial reports to the Board during the fiscal year 2022-23. The Treasurer told us he does not supply the Board or the Village Manager with any interim reports unless they ask for them. For example, the Village Manager told us he asks for monthly budget status reports when they work on creating the following year's budget, usually in November. Without a periodic review of financial reports, the Board or the Village Manager cannot effectively monitor actual results of operations or monitor the Village's available fund balance.

### **The Board Did Not Ensure the CFO Prepared and Filed the AFR**

The Treasurer, as the Village's CFO, has not prepared and filed the AFR with OSC for the last four fiscal years, including the 2020-21 through 2023-24 fiscal years. Furthermore, the audit report for the

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<sup>4</sup> See Appendix C for additional information.

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fiscal year 2022-23, presented to the Board over nine months after the end of the fiscal year, was not posted on the Village's website until July 2024. As a result, the annual financial information for fiscal year 2022-23 was not available to the public until approximately 14 months after the end of the fiscal year.

The Treasurer told us although he knew it was his responsibility to prepare and file the AFRs, and was trying to catch up with the required reporting, he did not have enough time to focus on preparing and filing the AFRs because:

- During the past three years he had to take intermittent leave multiple times.
- There was an elevator replacement construction project in the Village Hall from 2020 through 2022 which caused disruptions to the Finance Department's activities, including vacating their offices and relocating all files kept in the office. In addition, some of the files were damaged during the construction project, and needed to be refiled and reorganized. As of August 2024, there were still boxes of files and records not yet refiled and reorganized.

However, as the Treasurer acknowledged, it is his responsibility, as the Village's CFO, to prepare and file the AFR with OSC. Due to the untimely annual audit and lack of required AFR reporting, Village officials were not fully transparent with the public regarding the Village's fiscal activities. As a result, taxpayers and other interested parties were not able to properly assess the Village's financial operations and financial condition using Village records to make informed decisions.

In addition:

- The Mayor told us he was aware the Village was required to file an AFR, but he was not aware that the Village was behind in filing.
- One Trustee told us she was not aware it was a requirement to file the AFR with OSC.
- The Village Manager told us he was aware of the filing requirement, but prefers the CPA audit be completed before the AFR is filed. However, he also told us while he was aware the Village was delinquent for the 2022-23 fiscal year, he was not aware the 2020-21 and 2021-22 fiscal years' AFRs were also not filed.

We reviewed the results of operations and analyzed changes in the components of fund balance for the Village's general fund for the fiscal year 2022-23. Although we did not identify any significant fiscal concerns, the Board's ineffective oversight of fiscal activities resulted in diminished transparency with the public.

## **What Do We Recommend?**

The Board should provide oversight and transparency by:

1. Conducting the annual audit of the CFO's records and reports or causing the audit to be performed in a timely manner.
2. Ensuring the CFO prepares and files the AFR.

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3. Notifying the public that the AFR is available and posting the AFR to the Village's website.
  4. Attending applicable and beneficial training sessions to obtain a better understanding of its duties. Training provided by OSC can be found at <https://www.osc.ny.gov/local-government/academy>

The Treasurer, as the Village's CFO, should:

5. Provide the Board and the Village Manager with timely financial reports.
6. Prepare and file the AFR with OSC as required.

The Village Manager should:

7. Ensure a periodic physical inventory of the Village's capital assets is taken and compared to the accounting records.

# Appendix A: Response From Village Officials

**MAYOR**  
J. Michael Cindrich

**DEPUTY MAYOR**  
Theresa Flora

**VILLAGE TRUSTEES**  
Lisa C. Abzun  
Angie Guerra  
Karen B. Schleimer



## VILLAGE/TOWN OF MOUNT KISCO

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**VILLAGE MANAGER**  
Edward W. Brancati

**ASSISTANT  
VILLAGE MANAGER**  
Kenneth L. Famulare

November 4, 2024

Office of the New York State Comptroller  
Division of Local Government and  
School Accountability, Statewide Audits  
State Office Building, Suite 1702  
44 Hawley Street  
Binghamton, NY 13901-4417

To Whom It May Concern:

The Village/Town of Mount Kisco would like to take this opportunity to respond to the draft Report of Examination on the Transparency of Fiscal Activities for the Village of Mount Kisco (S9-24-18) that covered the period from June 1, 2022 to October 1, 2023. The audit objectives listed were the following:

“Determine whether the Village of Mount Kisco (Village) Board of Trustees (Board):

- Conducted an annual audit of the Village chief fiscal officer’s (CFO) financial records and reports.
- Filed the required Annual Financial Report (AFR) with the Office of the State Comptroller (OSC), and
- Reported the results of the Village’s fiscal activities to the Village in a transparent manner.”

The Board did, in fact, conduct an annual audit of the CFO’s records and reports for the 2022-2023 fiscal year as it has done for each prior fiscal year and will continue to do so for each fiscal year going forward. The audited financial statements for each fiscal year, from fiscal year 2022-2023 back to fiscal year 2009-2010, can be found on the Village website, [www.mountkisco.ny.gov](http://www.mountkisco.ny.gov), by going to Departments, Finance, and then Annual Financial Reports.



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At the regular meeting of the Village Board held on July 20, 2020, the Board authorized a contract with our current, independent, third-party auditors to perform annual audits of the CFO's records and reports for Village fiscal years ending in 2021, 2022, and 2023, with an option for 2024 and 2025. In accordance with that contract, I have signed an engagement letter each year. The engagement letter dated July 25, 2023, for the audit of fiscal year 2022-2023, was dated and signed on the same day and returned to our independent auditor. The audit was performed and is posted on our Village website. In addition, each year the auditors present their findings to the Village Board at a regular meeting of the Board enabling the public to participate in person or remotely via zoom, and all Board meetings are broadcast live on our public access channels in both English and Spanish, streamed on the Village Facebook page, and recorded for viewing later. The video of each Board meeting can be viewed on our website [www.mountkisco.ny.gov](http://www.mountkisco.ny.gov) by going to Government, Agendas & Minutes, and then Village Board of Trustees. During the period covered by this OSC audit, our auditors made a presentation to the Board at its meeting of December 19, 2022 on the 2021-2022 fiscal year financial records.

In terms of timing, the Village notes that while there is a requirement for filing of the AFR, there is no such timing requirement for the Board audit of the annual financial report provided by the Treasurer. Village Law Section 4-408 e., in its last sentence simply states that: "The board of trustees shall audit, or cause to be audited by an officer or employee of the village or by a certified public accountant or a public accountant engaged for that purpose, such report and reporting records." Clearly, as discussed previously, the Board engaged a certified public accountant for this purpose and it was completed and presented to the public.

As a Village with a fiscal year that ends on May 31<sup>st</sup>, with multiple funds, including two enterprise funds, it generally takes six to eight weeks after the end of the fiscal year to receive, review, and pay all claims incurred in the fiscal year that ended May 31<sup>st</sup>. It then takes our Finance Department staff approximately six to eight weeks to get everything ready for our auditors. We then need time for the auditors to perform their work and we are also waiting on reports from our actuary with respect to our self-insured health insurance. The 2022-2023 fiscal year audit was also being conducted during a transformational election in November 2023 that resulted in a change in Mayor, two new Trustees, and a change in our Village Attorney. Typically, we have our audit completed sooner than what occurred for fiscal year 2022-2023. At the same time, I have spoken with Finance Department staff and our independent auditor and we will be taking measures to accelerate the timing of our audit to get it done sooner.

As noted in the OSC audit and in accordance with General Municipal Law Section 30, the Village Treasurer, Chief Fiscal Officer for the Village, failed to submit the AFR to OSC for fiscal years 2021, 2022, and 2023. While the Village recognizes the challenges mentioned by the Treasurer, there is no excuse for failing to submit these reports, particularly once the independent audit for each year had been completed. The Village will be taking the necessary corrective actions to address this issue and ensure that it does not happen in the future.

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The Village would also like to note that at the time of this letter, the AFR for 2020-2021 had been submitted, reviewed, and approved by OSC staff, and the 2021-2022 AFR has been submitted to OSC and is currently under review awaiting approval, so that the AFR for 2022-2023 can be submitted. The Village is currently working with our independent auditors on the audit for fiscal year 2023-2024.

In regard to the last stated objective of the OSC audit, the Village did report its fiscal activities to the public in a transparent manner, as the 2022-2023 audit was presented by our independent auditors to the Village Board, and public, at a regular Village Board meeting on Monday, March 4, 2024, and made available, on the Village's website as indicated previously.

In terms of transparency during the period covered by the OSC audit, our independent auditors presented to the Board and the public on the 2021-2022 fiscal year as stated previously. In addition, I presented an update on our multi-year capital plan for the general, water, and sewer funds at the Board meeting held on January 9, 2023 (revised update also provided November 6, 2023). In accordance with the Village Financial Goals and Policies and Article 5 of New York State Village Law, I made the 2023-2024 fiscal year tentative budget available to the public prior to, and presented the tentative budget at, the Board meeting on Monday, March 20, 2023. The tentative budget was then discussed by the Board at a work session on Monday, March 27, 2023, followed by a public hearing on the budget on Monday, April 17, 2023 that were both open to the public and broadcast live on our public access cable channels, streamed live on our Facebook page, and recorded to be viewed later on our Village website or Facebook. The Village also posts its adopted budgets on the Village website, [www.mountkisco.ny.gov](http://www.mountkisco.ny.gov), and the adopted budgets for fiscal years 2012-2013 through 2024-2025 can be found by clicking on Departments, Finance, and then Adopted Budgets. The tentative budget that is presented to the public is available for review each year during our budget process. The tentative budgets as well as our adopted budgets are available on the website, and include a line by line breakdown of every revenue and expense line across each fund (general, water, sewer, library), and not only for the upcoming budget year, but also for current fiscal year actual revenues or expenses versus the current fiscal year budget, and the last three fiscal years of actual revenues or expenses. These documents provide the public with actual revenues and expenses of Village operations and clearly demonstrate how tax dollars are being spent to provide various public services. In fact, our adopted budgets also include a series of charts detailing how tax dollars are spent in the general fund, and how funds received from water and sewer bills are allocated. In addition, the adopted budgets also include a salary schedule, capital plan, our debt service fund and all supporting debt schedules, the adopted fee schedule, and a listing of property tax exemptions. In addition, the Board reviews all bills submitted for payment at each board meeting and the bills are made available for public review in advance of each board meeting to see how funds are being spent every two weeks across all funds. We also shared with the public at the regular meeting of the Board held on July 11, 2022 that Moody's Investors Service had assigned a Aa1 rating to our general obligation bonds, citing the Village's "strong financial position," consistent with their September 16, 2020 rating action that upgraded the Village to Aa1 from Aa2 and assigned MIG 1 to our BAN that year and which was also shared with the public at the time.

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The Village did want to highlight that the OSC report states in its findings that “our review did not identify any significant fiscal concerns with the Village’s general fund for the fiscal year 2022-2023,” and that this is consistent with our independent auditors report for that fiscal year. In their audit of the 2022-2023 fiscal year that is posted on the Village website, they stated that “the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village/Town, as of May 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America;” nor did they “identify any deficiencies in internal control that we consider to be material weaknesses.”

Village staff and the Board of Trustees ensure that our financial activities each fiscal year are audited by an independent auditor and will continue to do so. The Village and the Board are also transparent with the results of the audit for each fiscal year and will continue to ensure that our independent auditors present their findings to the public and that the full audit report is posted to the Village website. The Village will also be taking the necessary actions to ensure that the AFR is prepared and submitted by the CFO to OSC and posted to the Village website. As the Village Manager, I will also work to ensure that the physical inventory of capital assets that I maintain are reconciled with the Village accounting records, instruct the Village Treasurer to provide monthly financial reports to myself and the Board, and work with the Board to implement all of the other recommendations listed in the OSC report.

The Village would like to thank you for this opportunity to offer our response.

Sincerely,

Edward W. Brancati  
Village Manager

## Appendix B: General Recordkeeping and CFO Checklist

Determine the types of funds in use, and whether separate cash receipts and disbursements books are maintained for the various funds or whether a single cash receipts and single cash disbursements book is maintained. The following checklist can be used for each fund maintained and is excerpted from pages 26-28 of our publication Local Government Management Guide publication Fiscal Oversight Responsibilities of the Governing Board available at: <https://www.osc.ny.gov/files/local-government/publications/pdf/fiscal-oversight-responsibilities-of-the-governing-board.pdf>

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely and recorded up-to-date? <i>Last Recorded Deposit: Date _____ Amount _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input type="checkbox"/>	<input type="checkbox"/>

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the chief fiscal officer and co-signed if required?	<input type="checkbox"/>	<input type="checkbox"/>
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer?	<input type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? <i>Last Recorded Check: # _____ Date _____ Amount _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal totaled and summarized monthly?	<input type="checkbox"/>	<input type="checkbox"/>
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>

Cash Reconciliations			YES	NO
Are bank accounts reconciled?			<input type="checkbox"/>	<input type="checkbox"/>
<i>By Whom?</i> _____				
<i>How Often?</i> _____				
<i>Who Reviews/Verfies Them?</i> _____				
Is the bank reconciliation performed by a person whose job duties do not include maintaining either the cash receipts or disbursements journals or receiving or disbursing cash?			<input type="checkbox"/>	<input type="checkbox"/>
Is the bank reconciliation performed in a timely manner after the bank statement is received?			<input type="checkbox"/>	<input type="checkbox"/>
Last Bank Reconciliation for Each Bank Account				
Bank Account	Date Performed	Month Ending		
Are reconciliations documented and available for review?			<input type="checkbox"/>	<input type="checkbox"/>
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input type="checkbox"/>	<input type="checkbox"/>

Receivables	YES	NO
Are receivable control accounts maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input type="checkbox"/>	<input type="checkbox"/>

Investment Records	YES	NO
Is an investment record maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is the record complete and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect deposits and investments (under the custody of the chief fiscal officer) that exceed FDIC insurance protection?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Indebtedness Records</b> <i>(This record is maintained by the clerk in certain local governments)</i>	<b>YES</b>	<b>NO</b>
Is an indebtedness register maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is the register complete and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Property Records</b>	<b>YES</b>	<b>NO</b>
Are property records maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are the records up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fixed assets included in the records?	<input type="checkbox"/>	<input type="checkbox"/>
Are physical inventories taken and compared to the records?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Financial Reporting</b>	<b>YES</b>	<b>NO</b>
Are interim reports (budget/actual; trial balances; etc.) prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Are the reports distributed to the governing board and department heads?	<input type="checkbox"/>	<input type="checkbox"/>
Does total year-end recorded cash agree with that reported in the annual financial report?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Payrolls</b>	<b>YES</b>	<b>NO</b>
Are payrolls certified/approved by the appropriate official?	<input type="checkbox"/>	<input type="checkbox"/>
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions?	<input type="checkbox"/>	<input type="checkbox"/>
Is leave time accounted for?	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix C: Audit Methodology and Standards

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We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the New York State General Municipal Law. We obtained an understanding of internal controls that we deemed significant within the context of the audit objective and assessed those controls. Information related to the scope of our work on internal controls, as well as the work performed in our audit procedures to achieve the audit objective and obtain valid audit evidence, included the following:

- We reviewed Board meeting minutes and interviewed the Mayor, one Trustee, the Village Manager and the Treasurer to gain an understanding of the Village's operations and the Board's oversight regarding annual audits, filing of the AFR and review of financial reports.
- We performed an annual audit of the Treasurer's records for the year ending May 31, 2023, using guidance provided to Board members by OSC.
- We obtained the cash receipts journal for the fiscal year 2022-23, and we selected all May 1 through May 3 cash receipts, a total of 51 cash transactions, to capture activity of different Village departments in the last month of the fiscal year. We compared them to the bank statement to determine whether deposit amounts agreed with cash receipt amounts and were deposited in a timely manner. We traced cash receipts and checks to the accounting records to determine whether the cash receipts were recorded in a timely and accurate manner.
- We obtained the cash disbursement journal for the fiscal year 2022-23, and we judgmentally selected 3 percent, or 25 of 1,010 check disbursement transactions and five wire transfers to capture disbursement activity in each of the different Village funds for the last month in the fiscal year, May 2023. We reviewed these claims to determine whether the payments were adequately supported. We also reviewed all non-salary payments in fiscal year 2022-23 made to the Treasurer to determine whether they were adequately supported.
- We assessed whether the Village has experienced any significant fiscal concerns by reviewing the Treasurer's records and reports showing composition of fund balance, operating results and budgeted appropriations.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Unless otherwise indicated in this report, samples for testing were selected based on professional judgment, as it was not the intent to project the results onto the entire population. Where applicable, information is presented concerning the value and/or size of the relevant population and the sample selected for examination.

The Board has the responsibility to initiate corrective action. A written corrective action plan (CAP) that addresses the findings and recommendations in this report should be prepared and provided to our office within 90 days, pursuant to Section 35 of General Municipal Law. For more information on

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preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. We encourage the Board to make the CAP available for public review in the Clerk's office.



## Appendix D: Resources and Services

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### **Regional Office Directory**

[www.osc.ny.gov/files/local-government/pdf/regional-directory.pdf](http://www.osc.ny.gov/files/local-government/pdf/regional-directory.pdf)

**Cost-Saving Ideas** – Resources, advice and assistance on cost-saving ideas

[www.osc.ny.gov/local-government/publications](http://www.osc.ny.gov/local-government/publications)

**Fiscal Stress Monitoring** – Resources for local government officials experiencing fiscal problems

[www.osc.ny.gov/local-government/fiscal-monitoring](http://www.osc.ny.gov/local-government/fiscal-monitoring)

**Local Government Management Guides** – Series of publications that include technical information and suggested practices for local government management

[www.osc.ny.gov/local-government/publications](http://www.osc.ny.gov/local-government/publications)

**Planning and Budgeting Guides** – Resources for developing multiyear financial, capital, strategic and other plans

[www.osc.ny.gov/local-government/resources/planning-resources](http://www.osc.ny.gov/local-government/resources/planning-resources)

**Protecting Sensitive Data and Other Local Government Assets** – A non-technical cybersecurity guide for local government leaders

[www.osc.ny.gov/files/local-government/publications/pdf/cyber-security-guide.pdf](http://www.osc.ny.gov/files/local-government/publications/pdf/cyber-security-guide.pdf)

**Required Reporting** – Information and resources for reports and forms that are filed with the Office of the State Comptroller

[www.osc.ny.gov/local-government/required-reporting](http://www.osc.ny.gov/local-government/required-reporting)

**Research Reports/Publications** – Reports on major policy issues facing local governments and State policy-makers

[www.osc.ny.gov/local-government/publications](http://www.osc.ny.gov/local-government/publications)

**Training** – Resources for local government officials on in-person and online training opportunities on a wide range of topics

[www.osc.ny.gov/local-government/academy](http://www.osc.ny.gov/local-government/academy)

## Contact

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