

What Do We Recommend? The Supervisor should:

1. Resolve discrepancies in the Town's accounting records.

The Town has retained Drescher & Malecki to assist with (a) Reconciling all bank accounts from all funds starting from December 2022 through current period; (b) Reconciling audited statements as of December 31, 2022, to opening January 31, 2023 balances in accounting software; and (c) Reviewing revenue/expense accounts for the years ended December 31, 2023 and December 31, 2024. Once this work is done, the Town plans to outsource the bookkeeping function to an accounting or bookkeeping firm. Outsourcing the work will be no more expensive than the cost of retaining a full time bookkeeper with benefits and will ensure that Board members have complete and accurate records to properly manage and monitor Town financial operations.

2. Complete bank reconciliations in a timely manner.

The Town has outsourced bookkeeping functions to LGSS for the remainder of 2024 to provide the following services: (a) Provide support to the Clerk and Town Supervisor for voucher preparation and payment; (b) Process payroll biweekly including tax filing and depositing, payroll reports, NYS Retirement reporting and Issue W-2's at year end; (c) Provide limited HR support for Workers Compensation and Disability Claims and reporting to the County; (d) Reconcile bank accounts monthly and provide monthly reports including bank reconciliation, Supervisors Report, and Budget to Actual revenue and expense reports; and (e) Assist with the preparation of the annual budget and complying with the NYS Tax Cap filing.

The Town will also send out a request for proposals to outsource the bookkeeping functions for 2025 and beyond. Outsourcing the work will result in timely bank reconciliations and will ensure that Board members have complete and accurate records to properly manage and monitor Town financial operations.

3. Periodically review records and reports, and monthly bank reconciliations.

Although the Town plans to outsource the bookkeeping function, the Town Supervisor remains responsible for collecting money belonging to or due to the town, paying board approved claims, maintaining complete and accurate accounting records and providing detailed monthly financial reports to the board. Accordingly, the Supervisor will work closely with the outside accounting firm and will review records, reports and monthly bank reconciliations and will maintain documentation to substantiate review and oversight.

4. Provide monthly financial reports to the Board, which include a detail of all money received and disbursed.

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The Town will also send out a request for proposals to outsource the bookkeeping functions for 2025 and beyond. Outsourcing the work will result in timely monthly financial reports that include a detail of all money received and disbursed and will ensure that Board members have complete and accurate records to properly manage and monitor Town financial operations.

5. Properly file the annual financial report with OSC as required.

The Town will also send out a request for proposals seeking an accounting firm to prepare the annual audit and file the annual financial report with OSC in a timely manner. Soliciting bids will ensure that the Town is getting the best service for the most reasonable cost.

6. Attend and apply applicable and beneficial training sessions to better understand and perform duties.

The Supervisor has attended and will continue to attend relevant training sessions, particularly with respect to management of Town finances and will work with the outside consulting firm to implement this training in connection with responsibilities to oversee the Town's finances.

7. The Board should: Ensure that recommendations and other opportunities for improvement made by the CPA are implemented by Town officials.

The Board has discussed and will continue discussion on the review of existing policies implementation of recommended policies with respect to claims review, budget process, investments, purchasing, capital assets, bank reconciliation, journal entry, recordkeeping and others. Work sessions will be scheduled to focus on policy review and implementation. The Board will work with the outside bookkeeping firm and Town attorney in connection with this process.