



Town of DeWitt

Planning and Zoning, and Recreation Departments' Collections

2024M-6 | April 2024

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Report Highlights

Town of DeWitt

Audit Objective

Determine whether the Town of DeWitt (Town) officials effectively managed the Planning and Zoning, and Recreation Departments' cash collections.

Key Findings

Town officials did not effectively manage the Planning and Zoning, and Recreation Departments' cash collections. Officials also did not establish adequate cash collection controls. As a result, we could not confirm that all collections received were deposited.

- Of the 40 Planning and Zoning Department fees reviewed totaling \$73,732, 18 were not in accordance with the Board's fee structure, and 16 were not deposited in a timely manner.
- Of the 463 Recreation Department fees reviewed totaling \$56,262, 176 were not in accordance with the fee structure used.
- Of the 177 payments made with cash or check, 42 were not deposited in a timely manner.
- Department collection activities were not properly recorded or reviewed, and records were not always maintained, which limited accountability. In addition, users could delete records from the financial system, and employee collection activities were not properly segregated.
- Employees were allowed personal use of Town rentals at no charge, resulting in a loss of collectible Town revenues.

Key Recommendations

- Ensure fees are charged according to Board-approved fee schedules and deposited timely.
- Segregate key functions of cash collection, recording and depositing. Review collection activities to ensure accountability and cash is safeguarded.
- Restrict users' access to delete records in the financial system and from creating rentals for themselves.

Town officials generally agreed with our findings and indicated they have begun to initiate corrective action.

Audit Period

January 1, 2022 – August 31, 2023

We extended the audit period to September 27, 2023 to review escrow account activity.

Background

The Town, located in Onondaga County, is governed by an elected seven-member Town Board (Board), including the Town Supervisor (Supervisor), responsible for overseeing the Town's operations and finances.

The Supervisor, as the chief executive and fiscal officer, is responsible for the Town's day-to-day administration. The Comptroller assists the Supervisor with managing the Town's financial affairs.

The Planning and Zoning Department Interim Director (Interim Director), assisted by three clerks, and the Recreation Department Director (Director), assisted by three recreation leaders, oversaw day-to-day Department collection operations.

During fieldwork, the Board terminated the Interim Director on November 23, 2023 and terminated the Director on November 27, 2023.

Quick Facts

2022 Department Revenues

Planning and Zoning	\$411,211
Recreation	\$435,223

Planning and Zoning, and Recreation Departments' Collections

The Planning and Zoning Department collects and records payments for fee services provided to Town residents and developers for project planning and development; residential and commercial construction building permits and related inspections; and requests for trash services according to the Board's approved fee schedule. The Planning and Zoning Department also collects deposits from developers, which are placed in escrow accounts to cover architect, engineering and legal fees incurred by the Town on the developer's behalf. Payments can be made in person at the Town Hall or by mail, and the Planning and Zoning Department accepts cash, checks and credit cards.

The Recreation Department collects and records fees charged for its various programs, including summer camps, youth sports field trips, and a seniors' bowling league, as well as rentals of the park pavilions, sports fields, community room and electronic signs. Payments can be made online via credit card or in person by cash, check or credit card at the Point-of-Sale (POS) system located in the Recreation Department at the Town Hall. Each recreation leader has a user account in the financial system to assign customers to the program or rental, as requested, or there is a self-service option where customers can create their own online user account to make program or rental reservations and payments.

Both departments utilize their own computerized financial system for collecting payments.

How Should Town Officials Manage Departmental Cash Collections?

The Board, Supervisor, Comptroller and each Director are responsible for providing adequate oversight of department operations. This includes developing controls to provide reasonable assurance that the Town's cash is properly safeguarded. The Board, or its delegated appointed commission, is responsible for approving fee schedules for each department and ensuring that the Directors enforce policies, procedures and the approved fees to reduce the opportunities for unauthorized adjustments or reductions in charges.

Each Director should develop clear and consistent policies and procedures that require collections to be adequately documented and charged in accordance with Board-approved fee schedules. This process should require employees collecting cash to issue a receipt to all customers. Duplicate serially press-numbered receipts should be used when no other adequate evidence of collection is available. All funds received should be deposited as soon as possible. The longer money remains undeposited, the greater the risk that funds could be misplaced or stolen. Town officials told us that five business days was a reasonable time to deposit funds after being collected.

The duties of collecting, recording and preparing the deposit should be adequately segregated so that no one individual is performing all three aspects

The duties of collecting, recording and preparing the deposit should be adequately segregated so that no one individual is performing all three aspects of the transaction.

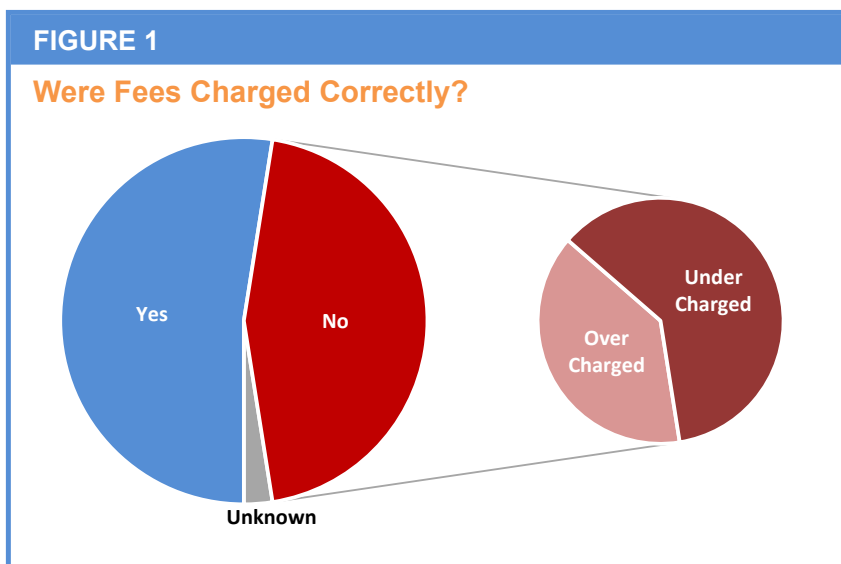
of the transaction. When using a computerized financial recordkeeping system, users should have their access limited to only what is needed to complete their job duties. Each director should also routinely monitor and review the work performed by employees in their department, such as reconciling the cash on hand to transactions recorded within the financial system.

Planning and Zoning Department Collections Were Not Effectively Managed

Town officials did not effectively manage cash collections in the Planning and Zoning Department. There were no written policies or procedures to guide employees on their job duties, and each Department clerk could perform all aspects of a transaction – collecting, recording and preparing the deposit. Furthermore, while receipts could be generated using the financial system, they were not provided unless specifically requested. Finally, the Interim Director did not provide oversight or ensure all money collected was recorded and deposited because he did not reconcile recorded receipts to supporting documentation and cash on hand.

We selected 40 transactions¹ totaling \$73,732 recorded in the financial system to determine whether the fees charged for project planning and development, building permits and trash services were adequately supported, accurately charged according to fee schedules, and deposited in a timely manner.

Fees Charged – Of the 40 transactions, Planning and Zoning Department clerks incorrectly charged fees for 18 (45 percent); seven fees were overcharged \$4,344, and 11 fees were undercharged \$3,977. One transaction for \$275 did not have enough documented support to determine the accuracy of the fee, and the other 21 were charged correctly (Figure 1) and adequately supported.



¹ See Appendix B for sample selection methodology used throughout the report.

Department clerks were not charging customers in accordance with Board-approved fee schedules, and there was no oversight to ensure that they did so. For example, one clerk told us that if someone came in with less money than required for the permit, they would change the permit in the financial system and accept a lesser amount. Furthermore, for a \$43,275 permit that was miscalculated and undercharged \$2,272, the clerk told us that they did not double check the amount because they did not think anyone would check their work. In another incorrectly charged transaction, the Interim Director told us the planning project commenced but he could not explain why the \$500 development fee was not charged, resulting in no fee collected.

Timeliness of Deposits – For the same 40 transactions, 10 totaling \$7,848 were deposited within the Town’s five-day time period. Of the remaining 30 transactions,

- 16 totaling \$64,033 were not deposited in a timely manner; they were deposited up to 29 workdays after collected,
- 13 totaling \$1,851 could not be traced directly to a deposit because they did not have enough documented support, and
- One was not charged; therefore, there were no funds to deposit.

Records – All clerks had user access that enabled them to delete records without being tracked by the financial system. For example, while the financial system sequentially numbers building permits, a user can overwrite the number or delete the record. We identified 42 gaps in the numbering sequence during the audit period and selected a random sample of 10 gaps to review. For five gaps, the department clerks or management could not explain whether a permit was issued or what amount was charged. The ability to delete records in the financial system with no audit trail may allow errors or shortages to occur and go undetected.

Because of the ability to delete records and lack of controls, we also selected two months of deposits from bank statements to determine whether Planning and Zoning Department funds were recorded in the financial system and deposited in a timely manner. Of the 114 transactions totaling \$48,406,

- 63 totaling \$29,655 were not deposited in a timely manner, with the longest being deposited 19 workdays after it was recorded,
- 34 totaling \$17,822 were deposited in a timely manner, and
- 17 totaling \$929 were not recorded.

Furthermore, the Comptroller told us the Planning and Zoning Department could not identify the escrow amounts representing \$183,752 of project costs due to a lack of records. As a result, it is unknown whether there were errors in accounting for the project costs or whether refunds were due. A clerk told us they collect and

maintain the escrow account balances for each developer in the financial system and reduce the balances based on invoices for fees incurred, returning any funds remaining on account at the end of the project.

We identified 32 projects with negative escrow account balances recorded in the financial system totaling \$20,271, one closed project of which was negative for over four years. The Department allowed the account balances to become negative when the total invoice amounts exceeded the amounts collected from the developer. The clerk told us there are no procedures for management review of the escrow account balances, when to collect more from the developers or to prevent balances from becoming negative. Allowing negative balance accounts is a result of the Town paying for expenses in advance of receiving money due from project developers. This places the Town at risk of absorbing the project cost if the developer does not remit additional escrow funds.

The Planning and Zoning Department did not collect all funds to which it was entitled and did not deposit the funds in a timely manner because of the lack of management oversight. During fieldwork, we suggested the Interim Director should review the clerks' work, such as comparing cash on hand to receipts recorded in the financial system and to subsequent deposits. The Interim Director told us that he did not perform a periodic review of records because he trusted the clerks. Management's responsibility to review their employees' work is not a matter of trust, but a method to quickly identify errors, areas for improvement and fraudulent activity. Without adequate collection records, management does not have assurance that all collections were accurately recorded and deposited.

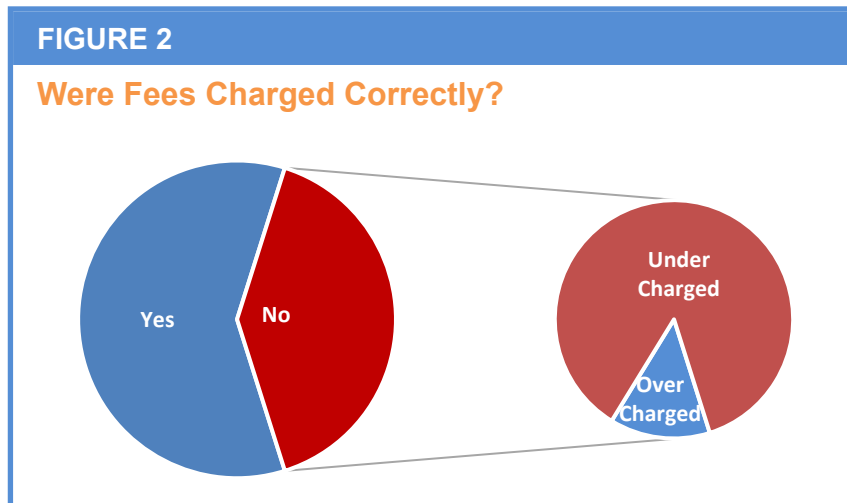
Recreation Department Collections Were Not Effectively Managed

Town officials did not effectively manage Recreation Department collections. The Board did not establish a fee schedule for the Recreation Department, including the facility and sign rentals. Instead, the Director used a non-approved fee schedule provided by a predecessor. The Director did not develop any policies or procedures to guide employees. Key duties for cash collection were not segregated, as all employees regularly performed all aspects of a collection transaction, and the Department did not regularly provide receipts. We also determined that the financial system allowed records to be deleted without the system logging the changes. The Director did not provide oversight or reconcile cash on hand to the system records and events until we suggested it during the audit.

We selected 463 fees totaling \$56,262 recorded in the financial system to determine whether fees for a summer day camp program, including a paid field trip, and facility/sign rentals were adequately supported, charged accurately according to the fee schedules in use, and deposited in a timely manner.

Allowing
negative
balance
accounts ...
places the
Town at risk
of absorbing
the project
cost. ...

Fees Charged – Of the 463 fees, Recreation Department employees incorrectly charged 176 (38 percent), 152 of which were undercharged \$11,766, and 24 overcharged \$1,355. The remaining 287 fees were correctly charged (Figure 2) and adequately supported.



Department employees were not charging customers in accordance with the Director’s fee schedules, and there was no oversight to ensure they did so. For example, differences in sign and facility rentals occurred because customers were allowed additional time at no extra cost, were charged special rates, or were not charged at all. We observed the Director waive a sign rental fee while we were onsite. The Director told us that he thought he had the authority to do so, and that it was an investment, as the customer would likely return. He could not provide us with any policy or Town local law to support that assertion, and the Supervisor told us the Director did not have that authority.

Timeliness of Deposits – The 463 fees above were paid by 232 payments, 55 credit card payments totaling \$18,450 and 177 cash or check payments totaling \$51,275. Of the 177 cash or check payments, 25 totaling \$13,678 were deposited in a timely manner, 42 totaling \$34,177 were deposited up to 15 workdays after collected, and 110 totaling \$3,420 could not be traced directly to deposits based on incomplete receipt records.

Of the 110 payments that could not be traced to deposits, 108 payments totaling \$2,840 were for a summer day camp field trip and two totaling \$580 were for facility rentals. These payments were all made in cash, no receipts were issued, and the deposit records were not adequately detailed to show how many campers went on the trip or which campers’ payments were being deposited. We attempted to reconcile recorded payments to deposits and determined \$80 more was recorded for the field trip than was deposited, which Recreation Department

employees could not explain. During fieldwork, the Recreation Department changed its process for collection of field trip payments, which are now paid when the child is signed up for camp either online or at the POS terminal.

Employee Rentals – We also identified 38 fees recorded in the Department’s financial system, totaling \$700, for rentals made directly to four Town employees or rentals made to the Recreation Department account. We determined that 37 of those fees were undercharged a total of \$7,940. The Recreation Department employees were not restricted from creating rentals for themselves in the financial system, raising the concern that employees could reserve rentals at reduced costs for themselves. The Director told us that the previous Director allowed the Parks Department or Recreation Department employees to make reservations at no cost, so he thought it was an established practice. However, the Supervisor told us that this was not allowed and that the Board was unaware of this practice occurring. There were no agreements or policies allowing this. The Department’s lack of controls over employee rentals resulted in a loss of collectible Town revenues.

Records – Due to control weaknesses and lack of records, we selected two months of deposits from bank information to determine whether funds were deposited in a timely manner and recorded in the Department’s financial system. We identified 72 transactions totaling \$22,845 in deposits that were supported by the records; however, 42 transactions, totaling \$11,070, were not deposited in a timely manner, with the longest delay from collection to deposit being nine workdays.

Furthermore, we were told the Department offered a seniors’ bowling league program from September 2022 through April 2023 and collections were made off-site. These were not recorded in the Recreation Department’s financial system and not remitted with other Recreation Department collections for deposit by the Town.

The Director told us the bowlers participating in the program paid \$10 each league night, of which \$9 was due to the bowling alley and \$1 was for the Town to use towards a season-end banquet. He told us that a former Recreation Department employee paid for the bowling alley using the collections received from the bowlers and held the remaining proceeds. The Director told us he did not review the program records, reconcile funds collected to attendance sheets or require the money be deposited to Town accounts.

During our onsite work, the Comptroller requested and received invoices directly from the bowling alley, which showed a total of 602 instances of seniors participating during the bowling league season. Therefore, \$602 (or \$1 per instance) should have been collected and deposited by the Town. Furthermore, the Town’s credit card was charged \$381 related to the season-end banquet. There were no records to support whether the undeposited collections were used towards the banquet or whether the credit card charge was the entire cost of the banquet. The Recreation Director thought the former employee may have purchased t-shirts for the bowlers

The Recreation Department employees were not restricted from creating rentals for themselves in the financial system, raising the concern that employees could reserve rentals at reduced costs for themselves.

with the undeposited collections, but there were no available details other than his statement, nor were records available to confirm purchase of the t-shirts or use of that money to make the purchase.

Because there was limited management oversight, the Recreation Department did not collect all funds to which it was entitled, record all collection activity, segregate collection duties and deposit funds in a timely manner. When funds, especially cash, are not deposited promptly, there is a greater chance of the funds being misused, lost or stolen.

What Do We Recommend?

The Board should:

1. Approve fee schedules for both departments.
2. Ensure department heads are enforcing written policies and procedures, including the fee schedules, and independently reviewing department records.

The department heads should:

3. Develop written policies and procedures guiding employees in the performance of their collection duties.
4. Ensure that all transactions are charged according to Board-approved fee schedules and funds are deposited in a timely manner.
5. Ensure financial system receipt forms or serially press-numbered receipts are provided to customers for all transactions.
6. Segregate the key functions of cash collection, recording and depositing.
7. Restrict users' access to delete records in the computerized financial systems and restrict Recreation Department employees from creating rentals for themselves.
8. Reconcile the cash collected to amounts recorded in the system and investigate any discrepancies.

Appendix A: Response From Town Officials

5400 Butternut Drive
East Syracuse, NY 13057-8509
Phone: 315.446.3910 x 3

Edward M. Michalenko, PhD.
Supervisor

Town Board:

H. Bernard Alex
Joe Chiarenza
Jack Dooling
Sarah Klee Hood
Kerry Mannion
Max Ruckdeschel



April 11, 2024

Office of the New York State Comptroller
Division of Local Government and School Accountability
110 State Street, 12th Floor
Albany, NY 12236

Re: Town of DeWitt Response Letter to New York State Draft Audit Report

To whom it may concern,

This letter acknowledges receipt of the New York State Draft Audit Report by the Town of DeWitt. The DeWitt Town Board has reviewed the State’s findings and accepts the recommendations made by the Office of the New York State Comptroller. The Town Board, Town Comptroller, Town Director of Recreation, and Town Director of Planning and Development will work together to correct any issues noted in the report.

The Town of DeWitt’s proposed corrective action plan is as follows:

1. **Audit Recommendation:** *The Town Board should approve fee schedules for both the Planning and Zoning Department and Recreation Department.*

Implementation Plan of Action(s): The Town Board will approve fee schedules for both departments on an annual basis and as any necessary changes occur.

Implementation Date:

- A. The Town Board approved an amended fee schedule for the Planning and Zoning Department at the Town Board meeting held on September 20, 2023.
- B. The Town Board approved an amended fee schedule for the Recreation Department at the Town Board meeting held on February 26, 2024.

Person(s) Responsible for Implementation: Town Board, Recreation Director, Director of Planning and Development.

-
2. **Audit Recommendation:** *The Town Board should ensure department heads are enforcing written policies and procedures, including fee schedules, and independently reviewing department records.*

Implementation Plan of Action(s): The Town Board will have department heads report annually to the Board to ensure they are enforcing applicable policies and procedures.

Implementation Date: 2024

Person(s) Responsible for Implementation: Town Board

3. **Audit Recommendation:** *Department Heads should develop written policies and procedures guiding employees in the performance of their collection duties.*

Implementation Plan of Action(s): The Town Board hired an individual specializing in human resources on November 27, 2024. She has been actively working with all Department Heads and staff to develop job duties and job descriptions for each employee's individual role at the Town of DeWitt. The Town also hired a new Recreation Director on January 16, 2024 and a new Director of Planning and Development on March 19, 2024. These two new hires are charged with guiding their staff in each of their prescribed roles and duties. Further, cash collections will transition from individual departments to a centralized location, ensuring segregation of duties. A policy will be developed on the new cash collection procedures and all departments will be adequately informed.

Implementation Date: The implementation process started in November of 2023 and is expected to be completed by the early 2025.

Person(s) Responsible for Implementation: Department Heads, Human Resources Coordinator

4. **Audit Recommendation:** *Department Heads should ensure all transactions are charged according to Town Board-approved fee schedules and funds are deposited in a timely manner.*

Implementation Plan of Action(s): The Town Board has authorized the Planning and Zoning Department and the Recreation Department to migrate from their current software to the Town's financial software. The Town Board-approved fee schedules will be entered into the software and automatically calculate the required fees to be paid during the application process. Part of this migration will also centralize cash collections. The Town Clerk's Office will collect all cash and provide daily deposits to the Town Comptroller's Office. Department Heads will also be required to review the daily cash collections to ensure that fees are properly assigned.

Implementation Date: The implementation process began in October of 2023 and is expected to be completed by early 2025.

Person(s) Responsible for Implementation: Department Heads

-
5. **Audit Recommendation:** *Department Heads should ensure financial system receipt forms or serially press-numbered receipts are provided to customers for all transactions.*

Implementation Plan of Action: The transition to centralized cash collections and training on the formalized collection process will ensure that all customers receive receipts.

Implementation Date: The implementation process will begin in June of 2024 and is expected to be completed by early 2025.

Person(s) Responsible for Implementation: Department Heads

6. **Audit Recommendation:** *Department Heads should segregate the key functions of cash collection, recording and depositing.*

Implementation Plan of Action: The Town Board is in the process of centralizing cash collections. This means that all residents will register for programs or apply for permits/applications through the proper Department. They will then pay their required fees at the Town Clerk's Office. The Town Clerk's Office will take in all cash, and the Town Comptroller's Office will make the deposits.

Implementation Date:

- A. Phase one of implementation, moving the Planning and Zoning Department from the [REDACTED] software program to the Town's financial software, began in October of 2023 and is expected to be completed by June of 2024.
- B. Phase two of implementation, upgrading to the newest version of the Town's financial software, is expected to start in June of 2024.
- C. Phase three of implementation, migrating the Recreation Department to the Town's financial system, is expected to be completed by the end of 2024.

Person(s) Responsible for Implementation: Comptroller and Department Heads

7. **Audit Recommendation:** *Department Heads should restrict users' access to delete records in the computerized financial systems and restrict Recreation Department employees from creating rentals for themselves.*

Implementation Plan of Action: The Comptroller and Recreation Director will review the list of current users with authority to delete records in the Town's computerized financial systems and change their access permissions to properly reflect each employee's role. The Planning and Zoning Department is in the process of converting to a new system which will eliminate all users from having complete administrative roles.

Implementation Date: The implementation process was completed on March 20, 2024.

Person(s) Responsible for Implementation: Department Heads

8. **Audit Recommendation:** *Department Heads should reconcile the cash collected to amounts recorded in the system and investigate any discrepancies.*

Implementation Plan of Action: The Town Board plans to migrate all departments to the same financial software. This action will allow for centralized cash collections.

Implementation Date:

- A. At the Town Board meeting held on October 2, 2023, the Town Board authorized the Planning and Zoning Department to migrate from their current software program, ██████████, to the Town's financial software system. This conversion is currently in process and is anticipated to be completed by June of 2024.
- B. At the Town Board meeting held on March 25, 2024, the Town Board authorized the second phase of this conversion, expected to begin in June of 2024. Phase two involves upgrading the Town's current financial software to the newest version. This will allow the migration of the Recreation Department to the Town's financial software. This is anticipated to be completed by early 2025.

Person(s) Responsible for Implementation: Comptroller, Department Heads

The Town of DeWitt appreciates the guidance and resources provided by the Office of the New York State Comptroller to help improve the collections process and mitigate the risks associated with cash collections at the Town of DeWitt. The Town Board is committed to the implementation of new policies and procedures described in this response letter to directly address all findings identified in the State's draft audit report.

M. Michalenko, Ph.D.
Supervisor, Town of DeWitt

Cc: Kerry Mannion, Deputy Supervisor (via e-mail only)
H. Bernard Alex, Town Board Member (via e-mail only)
Joe Chiarenza, Town Board Member (via e-mail only)
Jack Dooling, Town Board Member (via e-mail only)
Sarah Klee Hood, Town Board Member (via e-mail only)
Max Ruckdeschel, Town Board Member (via e-mail only)
Kerrie Fusco, Town Comptroller (via e-mail only)

www.townofdewitt.com

Appendix B: Audit Methodology and Standards

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 obtained an understanding of the Planning and Zoning and Recreation Departments' cash collection processes by interviewing Town officials and employees, reviewing applicable sections of the Town's code, and reviewing records contained in the financial systems used for each department.
- We selected 10 building permits totaling \$8,490 using a random number generator, and used our professional judgment to select an additional 15 permits, totaling \$60,935 based on the various types of permits offered (e.g., new build, alterations, commercial) from the 766 permits issued during our audit period and based on the sequential numbering system used. We determined whether the permits were calculated according to the rates approved by the Board and recorded accurately in the financial system. We then determined whether the payment for the permits was deposited in a timely manner. We also followed up with employees regarding the gaps in the numbering sequences of building permits.
- We identified a total population of 32 Planning and Zoning Board projects as evidenced by physical file folders located in the Department. Using a random number generator, we selected five projects that were listed as either pending or approved and had a physical file. We determined whether the projects had been charged correctly according to the fee schedule and were deposited in a timely manner.
- Using the Town Assessor's list of trash and refuse removal service for residents from the 2022 and 2023 assessment rolls, we identified 60 properties with a change in service between 2022 and 2023. Using a random number generator, we selected a sample of 10 properties to determine whether the change in service fees were charged according to the fee schedule.
- We identified 64 development projects having escrow balances for planning fees as of September 27, 2023. Using our professional judgment, we selected five projects that began in 2018, 2019 or 2020 and had balances owed to the developers as shown in the financial system. We then determined whether the escrow balances recorded in the financial system were accurate, from our review of supporting deposits and invoices, and determined for how long accounts have been negative.
- There was no Board-approved fee schedule for facility and sign rentals for the Recreation Department. Therefore, we utilized the available fee schedules the

Department used in practice. Using our professional judgment, we selected one month from each year of our audit period, out of the total of 18 months, with the most rentals, or August 2022 and July 2023. We identified all facility and sign rentals that had a rental sheet or were logged in to the department's scheduling software. We determined whether all fees for those rentals were calculated in accordance with the fee schedules used in practice by the Department, and whether funds collected were deposited in a timely manner. We excluded credit card payments from timely testing because they are processed by a third-party vendor and not Recreation Department employees.

- We identified all active user accounts in the Recreation Department's financial system and identified all rentals during our audit period made for those users. We determined whether they were charged according to the fee rates used in practice by the Department.
- Using our professional judgment, we selected two Recreation Department programs. One was the 2022 summer day camp, as it represented the highest number of recorded receipts (including one field trip with the most attendees). The 2022 summer camp included 165 participants, as recorded in attendance sheets, which totaled \$106,700 in collections recorded in the financial system. We used our professional judgment to select a sample of 49 attendees by selecting every fifth name listed on the attendance sheet, and included the attendee's siblings, if applicable. We selected all 142 attendees of the selected field trip with \$2,840 in recorded fees. We also selected the senior bowling league because collections were made away from the Department's point of sale and were not recorded in the financial system. For both programs, we determined whether amounts were correctly charged and whether money collected was deposited in a timely manner. We excluded credit card payments from timely testing because they are processed by a third-party vendor and not Recreation Department employees.
- We used our professional judgment to select two months, one from each year of our audit period, or April 2022 and July 2023, that were likely to have high amounts of collections for both the Planning and Zoning and Recreation Departments. We then identified all deposits for these departments, from bank statements and compositions of deposited checks and cash. We attempted to trace to transactions recorded in the corresponding financial systems and determined whether the transactions were deposited in a timely manner. We excluded credit card payments from timely testing as they are processed by a third-party vendor and not Recreation Department employees.

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 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 C: Resources and Services

Regional Office Directory

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

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

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

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

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

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

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

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

Contact

Office of the New York State Comptroller
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Tel: (518) 474-4037 • Fax: (518) 486-6479 • Email: localgov@osc.ny.gov

<https://www.osc.ny.gov/local-government>

Local Government and School Accountability Help Line: (866) 321-8503

STATEWIDE AUDITS – Dina M.L. Thompson, Chief of Municipal Audits

State Office Building, Suite 1702 • 44 Hawley Street • Binghamton, New York 13901-4417

Tel (607) 721-8306 • Fax (607) 721-8313 • Email: Muni-Statewide@osc.ny.gov

[osc.ny.gov](https://www.osc.ny.gov)

