



Beekmantown Fire District No.1

Board Oversight

2025M-70 | February 2026

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Audit Results



Beekmantown Fire District No.1

Audit Objective	Audit Period
Did the Beekmantown Fire District No. 1 (District) Board of Fire Commissioners (Board) adequately oversee the District's financial operations?	January 1, 2023 – January 31, 2025 We extended the audit period back to January 1, 2020 to review the preparation and filing of required annual financial reports (AFRs).
Understanding the Audit Area	
<p>The Board is responsible for managing and controlling the District's financial operations and must adequately oversee the District's financial operations to ensure that public funds are managed with accountability, transparency and integrity. This critical function can help maintain public trust, ensure compliance with legal requirements and prevent mismanagement, waste and fraud.</p> <p>During the audit period, collections totaled \$836,660 and accounts payable and payroll disbursements totaled \$590,354. In addition, the District had funds on deposit at one financial institution in a noninterest-bearing checking account and a savings account.</p>	

Audit Summary

The Board did not adequately oversee the District's financial operations related to maintaining accounting records, preparing bank reconciliations, submitting monthly and annual financial reports, auditing and approving claims and performing annual audits. As a result, the Board could not effectively manage the District's financial condition, make sound financial decisions and ensure that the District incurred only necessary costs and paid for goods and services that were for appropriate District purposes. The Board did not:

- Provide oversight of the Secretary-Treasurer's (Treasurer's) duties related to maintaining the accounting records, which resulted in deficiencies in the District's accounting records. For example, the Treasurer did not maintain a balance sheet, or other accounting records that contained cash balances, for the District's two bank accounts. Also, of 50 disbursements totaling \$155,772 that we reviewed, the Treasurer did not record three disbursements totaling \$1,363 in the accounting records as of January 31, 2025 and did not accurately record the other 47 totaling \$154,409. The inadequately maintained accounting records also prevented the Treasurer from being able to properly reconcile the District's bank accounts during the audit period.

- Ensure that the Treasurer submitted adequate monthly financial reports. For all five monthly Treasurer’s reports that we reviewed, the recorded disbursements and/or adjusted cash balances for the checking account were inaccurate. For example, recorded adjusted cash balances for the checking account were understated by \$460 in one report and overstated in the other four reports by amounts ranging between \$26 and \$565. Also, the Board received one budget status report during the audit period in December 2023, and this report did not include budget-to-actual comparisons for revenues.
- Ensure that the Treasurer prepared and filed an AFR each year. The Treasurer did not prepare or file any of the District’s AFRs since she was first appointed in 2019. As a result, as of January 31, 2025, the District’s AFRs for the 2019 through 2023 fiscal years were between 337 and 1,798 days late (Figure 1).
- Properly audit and approve all claims before payment. We reviewed 257 disbursements for claims paid totaling \$222,372 and identified several deficiencies,¹ which included the following:
 - 89 disbursements (35 percent) totaling \$44,286 did not have any evidence indicating that the Treasurer provided claims for these disbursements to the Board for its audit and approval.
 - 74 disbursements (29 percent) totaling \$43,479 did not have sufficient supporting documentation (e.g., invoices or receipts).
 - 26 disbursements (10 percent) totaling \$10,569 included late fees and/or finance charges totaling \$257, which caused the District to incur unnecessary costs.
 - 42 disbursements (16 percent) totaling \$9,150 included sales tax totaling \$577, even though the District was exempt from paying sales tax.
- Audit the Treasurer’s records for 2023 and 2024.

Figure 1: Delinquent AFRs as of January 31, 2025

Fiscal Year	Days Late
2019	1,798
2020	1,432
2021	1,067
2022	702
2023	337

In addition, as of January 31, 2025, three Fire Commissioners (Commissioners) had not completed mandatory fiscal oversight training even though more than 270 days had elapsed since the start of their terms. While the other two Commissioners were not yet required to complete the mandatory training during their current terms, they did not complete the mandatory training during their previous terms.

The report includes 13 recommendations that, if implemented, will improve the Board’s oversight of the District’s financial operations. District officials generally agreed with our recommendations and indicated they planned to initiate corrective action.

¹ Some of the disbursements included multiple deficiencies.

We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the Office of the New York State Comptroller's (OSC) authority as set forth in Article 3 of the New York State General Municipal Law (GML). Our methodology and standards are included in Appendix C.

The Board has the responsibility to initiate corrective action. Pursuant to Section 181-b of New York State Town Law (Town Law), a written corrective action plan (CAP) that addresses the findings and recommendations in this report must be prepared and forwarded to our office within 90 days. To the extent practicable, implementation of the CAP must begin by the end of the next fiscal year. 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.

Board Oversight: Findings and Recommendations

A board of fire commissioners is responsible for overseeing the fire district's financial operations and safeguarding its assets. To fulfill this duty, the board of fire commissioners should ensure that a fire district treasurer does the following:

- Maintains financial records that provide a complete, accurate and up-to-date accounting of all financial transactions.
- Reconciles bank account balances to accounting record cash balances on a monthly basis.
- Provides the board of fire commissioners with adequate monthly financial reports.
- Annually prepares and files an AFR with OSC in a timely manner.
- Provides claims to the board of fire commissioners for audit and approval before payment.

In addition, the board should annually audit the fire district treasurer's records and ensure that all elected or appointed fire district commissioners complete mandatory fiscal oversight training in a timely manner. More details on the criteria used in this report as well as resources we make available to local officials that can help officials improve operations (Figure 3), are included in Appendix A.

Finding 1 – The Board did not ensure that the Treasurer properly maintained the accounting records.

The Board did not provide oversight of the Treasurer's duties related to maintaining the accounting records. As a result, the Board did not identify deficiencies with the District's accounting records. For example, the Treasurer did not maintain a balance sheet, or other accounting records that contained cash balances, for the District's two bank accounts (i.e., checking and savings). Also, the Treasurer did not maintain any accounting records to record financial transactions related to the District's savings account.

We reviewed all 14 collections totaling \$836,660 that the District received during the audit period and determined that none of the deposit dates were accurately recorded in the accounting records. The discrepancies ranged from the recorded dates being 108 days before, to 67 days after, the actual deposit dates.

We also reviewed 50 disbursements² totaling \$155,772 that the District made during the audit period and determined that three January 2025 disbursements totaling \$1,363 were not recorded in the accounting records by the end of the month (January 31, 2025). This occurred because the Treasurer did not record disbursements in the accounting records until she received the checking account bank statement showing the disbursements that cleared the account for the month. Also, none of the

² Refer to Appendix C for more information on our sample selection.

disbursement dates for the remaining 47 disbursements totaling \$154,409 were accurately recorded in the accounting records. The discrepancies ranged from the recorded dates being 136 days before, to 89 days after, the actual disbursement dates.

The discrepancies with the deposit and disbursement dates in the accounting records occurred because the Treasurer did not change the default date in the financial software (i.e., date of the last recorded transaction) when recording transactions, or she used the dates on which she recorded the transactions, instead of recording the actual dates when the transactions occurred.

The inadequately maintained accounting records prevented the Treasurer from being able to properly reconcile the District's bank accounts and provide accurate financial reports to the Board, so that it could effectively manage the District's financial condition and make sound financial decisions.

Recommendation

1. The Board should ensure that the Treasurer maintains complete, accurate and up-to-date accounting records.

Finding 2 – The Board did not ensure that the Treasurer prepared proper bank reconciliations and provided the Board with complete and accurate monthly reports.

During the audit period, the Treasurer generally provided the Board with bank statements for the District's two bank accounts and a monthly Treasurer's report that contained the starting bank statement balance, details of deposits and disbursements that cleared the account each month, the ending bank statement balance, a list of outstanding checks and an adjusted cash balance for the District's checking account. However, the Treasurer did not prepare any bank reconciliations for the savings account during the audit period. Also, while the Treasurer documented her reconciliations of the checking account in the monthly Treasurer's reports, the Treasurer could not prepare proper bank reconciliations because she did not maintain a corresponding cash balance in the accounting records to reconcile with her calculated adjusted cash balance.

We reviewed five monthly Treasurer's reports³ prepared during the audit period and determined that they all were inaccurate. For example, recorded disbursements were overstated by \$500 in one report and understated in three other reports by amounts ranging between \$330 and \$539. These discrepancies occurred primarily because the Treasurer did not include all the disbursements made each month in the reports.

3 Ibid.

In addition, recorded adjusted cash balances for the checking account were understated by \$460 in one report and overstated in the other four reports by amounts ranging between \$26 and \$565. These discrepancies occurred primarily because the Treasurer did not include all outstanding checks in her calculations of the reported adjusted cash balances.

Furthermore, during the audit period, the Treasurer provided the Board with a budget status report only in December 2023, and this report did not include budget-to-actual comparisons for revenues.

The inadequately prepared bank reconciliations increased the risk that errors or irregularities could occur and remain undetected and uncorrected. In addition, without complete and accurate monthly financial reports, the Board could not effectively monitor financial operations and compare the results of operations to the adopted budget.

Recommendations

The Board should:

2. Ensure that the Treasurer properly prepares and submits monthly bank reconciliations that compare the accounting record cash balances to the adjusted bank balances for each District account.
3. Ensure that the Treasurer prepares and submits accurate monthly financial reports that include details of all money received and disbursed during each month, reconciled cash balances for each District account and budget-to-actual comparisons for revenues and expenditures.

Finding 3 – The Board did not ensure that the Treasurer prepared or filed the District’s AFRs.

The Treasurer did not prepare or file any of the District’s AFRs since she was first appointed in 2019. The Treasurer told us that she was unaware of the AFR filing requirement. However, OSC annually notifies fire districts of their AFR filing requirements by sending an email to the fire district’s chief fiscal officer (CFO). When the AFR is late, OSC sends another email notifying the CFO that the fire district’s AFR is delinquent.

As of January 31, 2025, the District’s AFRs for the 2019 through 2023 fiscal years were between 337 and 1,798 days late (Figure 2). The Board did not ensure that the Treasurer prepared and filed an AFR each year, and it was unaware that the District’s AFRs were delinquent.

Figure 2: Delinquent AFRs as of January 31, 2025

Fiscal Year	Days Late
2019	1,798
2020	1,432
2021	1,067
2022	702
2023	337

When the Treasurer does not prepare and file the District's AFRs in a timely manner, the Board, taxpayers and other interested parties do not have access to financial information to measure the effectiveness of the District's operations and its overall fiscal health.

Recommendation

4. The Board should ensure that the Treasurer prepares and files the District's delinquent AFRs for the 2019 through 2023 fiscal years and prepares and files all subsequent AFRs in a timely manner.

Finding 4 – The Board did not properly audit and approve claims before payment.

The Treasurer provided the Board with two abstracts (lists of claims) and corresponding claims for its audit and approval at the monthly Board meetings. One abstract contained claims that were regularly paid by the District each month (e.g., utilities) and the other contained all other claims. Although the Commissioners signed the abstracts, indicating their audit and approval of the listed claims, they did not write the date that they signed the abstracts. Also, the Board did not adopt any resolutions during the audit period documenting the specific claims that were authorized for the Treasurer to pay. As a result, officials did not maintain any documentation indicating when the Board audited and approved claims.

In addition, the Board's meeting minutes for each of the District's annual organizational meetings, held during the audit period, contained a statement authorizing the Treasurer to pay certain vendors before the Board audited and approved the corresponding claims. However, the Board did not adopt a resolution authorizing these claims to be prepaid, as required by Town Law Section 176. Also, claims from some of these vendors would not be authorized by Town Law to be prepaid before audit, such as claims for heating fuel, propane, diesel fuel and unleaded gasoline.

Furthermore, the Treasurer used a District debit card to make purchases. Because debit card payments are withdrawn directly from the District's checking account at the time of purchase, the claims audit process was circumvented for these transactions.

We reviewed a combined total of 257 disbursements totaling \$222,372⁴ that were made during the audit period to determine whether the corresponding claims for these disbursements were supported by sufficient documentation, for appropriate District purposes and audited and approved before they were paid. We identified several deficiencies⁵ that included the following:

4 108 check disbursements totaling \$178,888 and all 149 noncheck disbursements totaling \$43,484, which included 48 debit card transactions totaling \$13,261. Refer to Appendix C for more information on our sample selection.

5 Some of the disbursements included multiple deficiencies.

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- 89 disbursements (35 percent) totaling \$44,286 (19 check disbursements totaling \$28,021 and 70 noncheck disbursements totaling \$16,265) did not have corresponding claims listed on the abstracts. Officials could not provide us with any evidence indicating that the Treasurer provided claims for these disbursements to the Board for its audit and approval. The disbursements were for various purposes and included payments for trash collection, propane, and Internet and phone service. The Treasurer did not provide us with an explanation for why she did not provide the Board with claims for these disbursements.
 - 74 disbursements (29 percent) totaling \$43,479 did not have sufficient supporting documentation. However, upon our request, officials obtained sufficient supporting documentation from the vendor for 59 disbursements totaling \$41,205. For the remaining 15 disbursements totaling \$2,274, we interviewed officials to identify the purpose of each disbursement. Officials told us that three of the disbursements totaling \$1,696 were made to a restaurant for food and drinks, including alcoholic beverages, for the District's 2023 and 2024 annual dinners,⁶ which were attended by the Commissioners, Treasurer, Fire Chief and/or their spouses. However, these were not valid District expenditures.
 - 26 disbursements (10 percent) totaling \$10,569 included late fees and/or finance charges totaling \$257, which caused the District to incur unnecessary costs.
 - 42 disbursements (16 percent) totaling \$9,150 included sales tax totaling \$577, even though the District was exempt from paying sales tax.
 - Three disbursements totaling \$4,500 were for annual stipends of \$1,500 each that the District paid to the Fire Chief during the audit period to reimburse him for mileage incurred while using his personal vehicle to fulfill his duties. The District may provide the Fire Chief with a reasonable mileage allowance to reimburse him for each mile traveled while using his personal vehicle to execute the duties of his position. However, the District does not have the authority to provide the Fire Chief with a lump-sum stipend for using his personal vehicle.
 - Five disbursements totaling \$2,861 included duplicate payments totaling \$2,319. Although the vendors applied these overpayments as credits to later invoices, the duplicate payments caused the District to disburse funds to vendors before the District received any goods.

The Commissioners told us that they were unaware of the extent of the deficiencies that we identified. The Commissioners thought that the Treasurer provided them with claims to be audited and approved for all District disbursements. However, because the Treasurer provided the Commissioners with bank statements containing the disbursements that she made, the Commissioners should have been aware that the Treasurer did not provide them with all District claims.

When the Board does not audit and approve all claims, and does not ensure that claims are supported by sufficient documentation, the District has an increased risk that it could incur unnecessary costs and pay for goods and services that were not received or were inappropriate District expenditures.

⁶ The District's 2023 and 2024 annual dinners were not the authorized annual firefighters' inspection dinners.

Recommendations

The Board should:

5. Ensure that the Treasurer provides claims to the Board for its audit and approval before payment.
6. Conduct a thorough and deliberate audit of claims. The audit should ensure that the claims have sufficient supporting documentation, are for valid and legal District expenditures and do not include sales tax or charges previously paid by the District.
7. Ensure that the Board's meeting minutes include resolutions that specify the number and dollar amounts of the claims authorized for payment.
8. Consider adopting a resolution allowing eligible claims to be prepaid before being audited, ensure that only those claims are prepaid and subsequently audit and approve the claims after payment.
9. Discontinue using the debit card and consider using a credit card for these purchases.
10. Ensure that the Treasurer provides all claims to the Board and pays them in a timely manner to avoid late fees and finance charges.
11. Require the Fire Chief to submit itemized claims for mileage reimbursement, and discontinue providing the Fire Chief with an annual lump-sum stipend for mileage incurred while using his personal vehicle for District activities.

Finding 5 – The Board did not perform an annual audit of the Treasurer's records.

The Treasurer did not provide an annual accounting of her records to the Board, and the Board did not audit the Treasurer's records for 2023 and 2024. The Commissioners told us that they were unaware that the Treasurer's records should be audited. Had the Board performed the annual audits, it may have observed the deficiencies that we identified during the audit.

Recommendation

12. The Board should annually audit the Treasurer's records.

Finding 6 – The Commissioners did not attend mandatory fiscal oversight training.

As of January 31, 2025, three Commissioners had not completed the mandatory fiscal oversight training even though more than 270 days had elapsed since the start of their terms. While the other two Commissioners were not yet required to complete the mandatory training during their current terms, they did not complete the mandatory training during their previous terms.

In addition, a former Commissioner did not complete the mandatory training for his term during the audit period. The Commissioners told us that they were unaware of the requirement to complete the training for each term of office.

Had the Commissioners attended the mandatory training, they would have been better prepared to oversee the District's financial operations and develop necessary internal controls.

Recommendation

13. The Board should ensure that all elected or appointed Commissioners complete the mandatory fiscal oversight training within 270 days of taking office.

Appendix A: Profile, Criteria and Resources

Profile

The District is located in the Town of Beekmantown (Town) in Clinton County. The District is a district corporation of the State, distinct and separate from the Town. The District's 2025 budgeted appropriations totaled \$531,692.

The elected five-member Board governs the District and is responsible for managing its financial operations, which includes overseeing the Board-appointed Treasurer's duties.

The Treasurer is the District's chief fiscal officer and is responsible for receiving and disbursing District funds, maintaining accounting records, preparing financial reports, recording the proceedings of Board meetings and retaining custody of District records. The Treasurer was first appointed in 2019.

Criteria – Board Oversight

Fire districts with less than \$500,000 of revenues (excluding borrowings) may use the single-entry basis of accounting to maintain their accounting records. "Cash basis" generally means that financial transactions are not recorded in a fire district's accounting records unless cash has been received or disbursed. When using the cash basis of accounting, the accounting records should document the assets, fund equity and results of operations (revenues and expenditures) for each fund using OSC's prescribed Uniform System of Accounts (USA). The USA provides a standard chart of accounts and fund structure.

Bank reconciliations identify and document differences between the fire district's accounting records and bank account balances. Bank reconciliations also serve as an internal verification of cash collection and disbursement transactions. Therefore, the board of fire commissioners should ensure that the fire district treasurer prepares monthly bank reconciliations for all bank accounts and provides the reconciliations, along with bank account statements, to the board of fire commissioners for review and approval.

The board of fire commissioners should require the fire district treasurer to prepare and provide monthly financial reports to the board of fire commissioners. The reports should include a detailed statement of all money received and disbursed during the month, reconciled cash balances for all bank accounts and comparisons of actual revenues and expenditures to amounts estimated in the annual budget (budget status reports).

GML Section 30 requires fire district treasurers to file an AFR with OSC within 60 days following the close of the fiscal year, and OSC may approve a 60-day extension. The AFR provides the board of fire commissioners, taxpayers and other interested parties with the fire district's financial position at a point in time and a complete summary of the financial activities for the fiscal year. Therefore, the board of fire commissioners should ensure that the fire district treasurer prepares and files the AFR in a timely manner.

Town Law Section 176 requires the board of fire commissioners, with limited exceptions, to audit all claims against the fire district before payment and, by resolution, to order the fire district treasurer to pay the approved claims. The board of fire commissioners may, by resolution, authorize payment in advance of the audit for light (electricity), telephone, postage, freight and express charges. However, the prepaid claims must be presented to and audited by the board of fire commissioners at its next regular meeting.

The board of fire commissioners should establish effective claims auditing procedures to ensure that all claims against the fire district are subjected to a thorough and deliberate review and contain sufficient supporting documentation (e.g., invoices or receipts) to help determine whether the claims are for valid and legal purposes, comply with fire district policies, do not include sales tax (which fire districts are exempt from paying) or are charges previously paid by the fire district, and whether the amounts claimed represent actual and necessary expenditures. The board of fire commissioners should also ensure that the fire district treasurer provides all claims to the board of fire commissioners and pays the claims in a timely manner to avoid unnecessary costs, such as late fees and finance charges. In addition, the board of fire commissioners' approval of claims should be documented in the meeting minutes by specifying the number and dollar amounts of the claims that the fire district treasurer is authorized to pay.

Furthermore, unlike credit cards – where a statement is received and purchases can be audited and approved before payment – using a debit card allows payments to be directly withdrawn from a fire district's bank account at the time of purchase. As a result, it does not provide the board of fire commissioners with an opportunity to audit and approve purchases before they are paid. Debit cards also pose a significant risk because officials who use them have direct access to the fire district's funds, and unauthorized use may not be readily detected. Therefore, fire districts should not use debit cards.

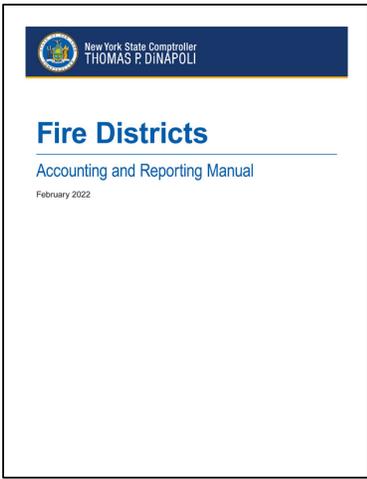
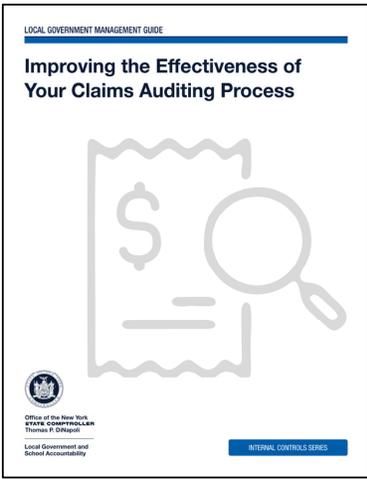
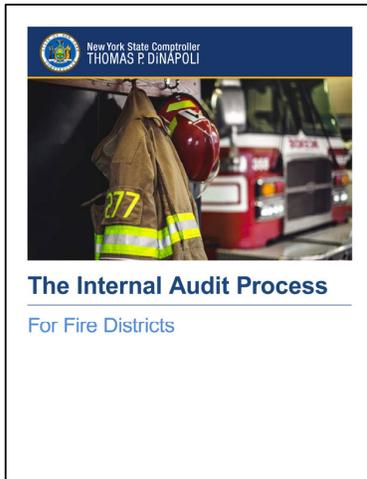
Town Law Section 178-c allows the board of fire commissioners, by resolution, to provide a reasonable mileage allowance to fire department officers for using their personal vehicles for each mile actually and necessarily traveled by them while executing the duties of their positions. In determining the amount of the mileage allowance, the board of fire commissioners may consider the cost of gasoline, but may not exceed the standard federal income tax mileage allowance for business-related travel. However, there is no authority for the fire district to provide a fire department officer with a lump-sum stipend for using their personal vehicle while executing the duties of their position.

Town Law Section 177 requires the fire district treasurer to submit an annual accounting to the board of fire commissioners of all funds received and disbursed during the preceding year and produce all books, records, receipts, orders, vouchers and canceled checks or check images for inspection. The annual accounting helps the board of fire commissioners fulfill its overall fiscal oversight responsibilities by providing it with an opportunity to assess the reliability of the books, records and supporting documents. It also helps the board of fire commissioners identify conditions that need improvement and oversee the fire district's financial operations.

Town Law Section 176-e requires each fire commissioner to attend and complete a fiscal oversight training course within 270 days of taking office. The training course must cover the fire commissioners' legal, fiduciary, financial, procurement and ethical responsibilities. Fire commissioners are required to

attend and complete the training each time they are elected, reelected, appointed or reappointed to office.

Additional Board Oversight Resources

Figure 3: OSC Publications		
<p>OSC publications and other informational resources are available on our website to help officials understand and perform their responsibilities and implement effective internal controls.</p>		
<i>Fire Districts Accounting and Reporting Manual</i>	<i>Improving the Effectiveness of Your Claims Auditing Process</i>	<i>The Internal Audit Process For Fire Districts</i>
 <p>The cover features the New York State Comptroller Thomas P. DiNapoli's name and logo at the top. Below, it reads "Fire Districts Accounting and Reporting Manual" and "February 2022".</p>	 <p>The cover is titled "LOCAL GOVERNMENT MANAGEMENT GUIDE" and "Improving the Effectiveness of Your Claims Auditing Process". It features a graphic of a dollar sign and a magnifying glass over a document. At the bottom, it says "INTERNAL CONTROLS SERIES" and "Office of the New York State Comptroller Thomas P. DiNapoli Local Government and School Accountability".</p>	 <p>The cover features the New York State Comptroller Thomas P. DiNapoli's name and logo at the top. Below is a photograph of a fire station with a fire jacket and helmet. The title reads "The Internal Audit Process For Fire Districts".</p>
<p>https://www.osc.ny.gov/files/local-government/publications/pdf/arm-fds.pdf</p>	<p>https://www.osc.ny.gov/files/local-government/publications/pdf/improving-the-effectiveness-of-claims-auditing-process.pdf</p>	<p>https://www.osc.ny.gov/files/local-government/resources/pdf/internalauditprocess.pdf</p>

In addition, our website can be used to search for audits, resources, publications and training for officials: <https://www.osc.ny.gov/local-government>.

Appendix B: Response From District Officials

Beekmantown Fire District No. 1
Route 22, West Chazy NY 12992
beekfiredistr1@gmail.com

UNIT NAME: Beekmantown Fire District No. 1

AUDIT REPORT TITLE: Board Oversight

AUDIT REPORT NUMBER: 2025M-70

To Whom it May Concern,

We have received the report mentioned above, and wish to thank the auditor for their time in working with us in gathering the data and completing the report. We agree with the findings, and since the audit report has started we have begun to make changes. With that in mind, our corrective action plan (CAP) is also included in this response, as many of the findings already have corrections being put in place and others have timelines to get the needed actions completed.

Again, thank you for the report and allowing us to provide corrective actions on the findings.

The Board of Fire Commissioners

Beekmantown Fire District No. 1

Corrective Action Plan

Audit Recommendation (No. 1)

The Board should ensure that the Treasurer maintains complete, accurate and up-to-date accounting records.

Implementation Plan of Action(s)

During the audit, the Treasurer was able to put in place a new accounting system which allows for easier intake and tracking of bills. This has allowed for complete, accurate and up-to-date accounting records to be maintained.

Implementation Date

April 2025

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 2)

The Board should ensure that the Treasurer properly prepares and submits monthly bank reconciliations that compare the accounting record cash balances to the adjusted bank balances for each District account.

Implementation Plan of Action(s)

During the audit, the Treasurer was able to put in place a new accounting system which allows for easier intake and tracking of bills. This has allowed for complete, accurate and up-to-date accounting records to be maintained as well as being able to prepare monthly bank reconciliations that are distributed to the Board. The new accounting system also is able to produce cash balances to allow for a more accurate and complete look at the district's banking.

Implementation Date

April 2025

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 3)

The Board should ensure that the Treasurer prepares and submits accurate monthly financial reports that include details of all money received and disbursed during each month, reconciled cash balances for each District account and budget-to-actual comparisons for revenues and expenditures.

Implementation Plan of Action(s)

During the audit, the Treasurer was able to put in place a new accounting system which allows for easier intake and tracking of bills. This has allowed for more complete, accurate and up-to-date accounting records to be maintained. In addition, the new accounting system has allowed the Treasurer to be able to provide the Board with monthly financial reports that include details of all money received and disbursed during each month, reconciled cash balances for each District account and budget-to-actual comparisons for revenues and expenditures.

Implementation Date

April 2025

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 4)

The Board should ensure that the Treasurer prepares and files the District's delinquent AFRs for the 2019 through 2023 fiscal years and prepares and files all subsequent AFRs in a timely manner.

Implementation Plan of Action(s)

The Treasurer will begin working on the delinquent AFRs with the assistance of the Office of the State Comptroller to ensure accuracy. The 2019 AFR will be completed first, and then all years leading up to the most current will be completed and submitted by the end of 2026. The Board will ensure that all subsequent AFRs are prepared and filed in a timely manner.

Implementation Date

To be completed by December 2026

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 5)

The Board should ensure that the Treasurer provides claims to the Board for its audit and approval before payment.

Implementation Plan of Action(s)

During the audit, the Treasurer was able to put in place a new accounting system which allows for easier intake and tracking of bills. In addition, a new filing system was implemented starting in January 2026 for easier look back and tracking of any bill paid. With this new system, the Board will be able to ensure that the Treasurer provides claims to the Board for its audit and approval before payment

Implementation Date

May 2025 - January 2026

Person Responsible for Implementation

Treasurer to the Board

Audit Recommendation (No. 6)

The Board should conduct a thorough and deliberate audit of claims. The audit should ensure that the claims have sufficient supporting documentation, are for valid and legal District expenditures and do not include sales tax or charges previously paid by the District.

Implementation Plan of Action(s)

During the audit, the Treasurer was able to put in place a new accounting system which allows for easier intake and tracking of bills. In addition, a new filing system was implemented starting in January 2026 for easier look back and tracking of any bill paid. With the new system, the Board will be able to ensure all claims have sufficient supporting documentation, are for valid and legal District expenditures and do not include sales tax or charges previously paid by the District..

Implementation Date

May 2025 - January 2026

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 7)

The Board should ensure that the Board's meeting minutes include resolutions that specify the number and dollar amounts of the claims authorized for payment.

Implementation Plan of Action(s)

The Board agenda now has a standing resolution with blanks to complete each month on the number and dollar amounts of the claims authorized for payment as well as who makes the motion, seconds it and if in agreement for payment. In addition, starting in January 2026, all claims are numbered and entered into a filing system to ensure easier tracking and auditing of all claims.

Implementation Date

May 2025 - January 2026

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 8)

The Board should consider adopting a resolution allowing eligible claims to be prepaid before being audited, ensure that only those claims are prepaid and subsequently audit and approve the claims after payment.

Implementation Plan of Action(s)

At the January 2026 organization meeting, the Board adopted a resolution that only those bills for the salary of the Treasurer/Secretary and electricity will be allowed to be prepaid before the audit. The Board will audit and approve any prepaid claims at the next Board meeting.

Implementation Date

January 2026

Person Responsible for Implementation

Board of Fire Commissioners

Audit Recommendation (No. 9)

The Board should discontinue using the debit card and consider using a credit card for these purchases.

Implementation Plan of Action(s)

The debit card was discontinued in May 2025, and is no longer in use.

Implementation Date

May 2025

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 10)

The Board should ensure that the Treasurer provides all claims to the Board and pays them in a timely manner to avoid late fees and finance charges.

Implementation Plan of Action(s)

With assistance of the Fire Chief and Board of Fire Commissioners, communication to vendors has occurred to ensure that all bills are to be sent to the Treasurer and not to the department address to avoid claims not being provided to the Board in a timely manner. If bills are sent to the department address, Fire Commissioners or the Fire Chief will alert the Treasurer. In addition, the Treasurer will pay all claims after Board audit in a timely manner.

Implementation Date

May 2025

Person Responsible for Implementation

Board of Fire Commissioner and Treasurer

Audit Recommendation (No. 11)

The Board should require the Fire Chief to submit itemized claims for mileage reimbursement, and discontinue providing the Fire Chief with an annual lump-sum stipend for mileage incurred while using his personal vehicle for District activities.

Implementation Plan of Action(s)

At the September 2025 pre-planning budget meeting, the current stipend line for the Fire Chief was removed and it was mutually agreed that the Fire Chief will not be reimbursed for mileage.

Implementation Date

January 2026

Person Responsible for Implementation

Board of Fire Commissioners

Audit Recommendation (No. 12)

The Board should annually audit the Treasurer's records.

Implementation Plan of Action(s)

At the annual organization meeting, the Treasurer will submit an annual accounting to the Board of all funds received and disbursed during the preceding year and produce all books, records, receipts, orders, vouchers and canceled checks or check images for inspection. The Board will then perform an annual audit of the Treasurer's records and document it in the meeting minutes.

Implementation Date

January 2026

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

Audit Recommendation (No. 13)

The Board should ensure that all elected or appointed Commissioners complete the mandatory fiscal oversight training within 270 days of taking office.

Implementation Plan of Action(s)

Four commissioners and the Treasurer will attend the mandatory fiscal oversight training set to occur in-person at a local fire department in May 2026. The fifth commissioner will complete the mandatory fiscal oversight training online by May 2026. For years following 2026, all new commissioners and those who start a new term will be required to complete their training within 270 days of taking office.

Implementation Date

May 2026

Person Responsible for Implementation

Board of Fire Commissioners and Treasurer

The above letter and CAP was approved by the Board of Fire Commissioners on February 2, 2026.

Adrian Daniels
Chairman

Appendix C: Audit Methodology and Standards

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 interviewed District officials and reviewed financial records and reports and the Board's meeting minutes to gain an understanding of the District's procedures for maintaining accounting records, preparing bank reconciliations, reporting financial transactions and claims auditing.
- We reviewed the accounting records that were maintained during the audit period to determine whether the Treasurer maintained a cash receipts journal, including revenue account codes; cash disbursements journal, including expenditure account codes; and a balance sheet for the general fund.
- We reviewed all collections that the District received during the audit period to determine whether they were accurately recorded in the accounting records. We also used a computerized random number generator to select 50 disbursements made during the audit period to determine whether the Treasurer accurately recorded them in the accounting records.
- We used a computerized random number generator to select five months during the audit period (January 2023, April 2023, November 2023, January 2024 and October 2024) to determine whether the Treasurer performed monthly bank reconciliations, the reconciliations agreed with the accounting record cash balances and whether the Board reviewed them.
- We assessed the adequacy of the monthly financial reports that the Treasurer provided to the Board during the audit period.
- We used a computerized random number generator to select five monthly Treasurer's reports that were prepared during the audit period (February 2023, July 2023, August 2023, April 2024 and October 2024). We determined whether the reports included all collections and disbursements for the month and whether the cash balances included in the reports agreed with the adjusted bank balances.
- We reviewed the District's AFR filings as of January 31, 2025 to determine whether the Treasurer prepared and filed the 2019 through 2024 AFRs with OSC in a timely manner.
- We used our professional judgment to select a sample of 108 check disbursements, and all 149 noncheck disbursements, for claims paid during the audit period. We determined whether the corresponding claims for these disbursements were supported by sufficient documentation, for appropriate District purposes and were audited and approved before payment. Our sample of check disbursements included all eight check disbursements to District officials and Beekmantown Volunteer Fire Department members and an additional 100 check disbursements that were selected using a computerized random number generator.
- We interviewed officials and reviewed the Board's meeting minutes to determine whether the Treasurer provided an annual accounting of her records to the Board and whether the Board audited the Treasurer's records for the 2023 and 2024 fiscal years.

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- We interviewed officials and reviewed the Commissioners' training completion certificates to determine whether the Commissioners completed the mandatory fiscal oversight training in a timely manner for each term they held during the audit period.

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 relevant population size and the sample selected for examination.

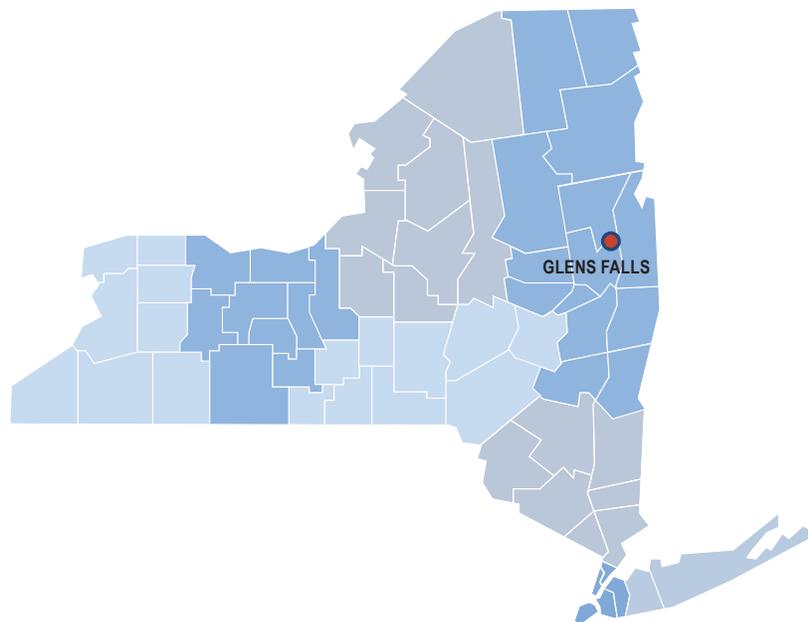
Contact

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