



Eagle Mills Fire District No. 1

Records and Reports

2025M-136 | April 2026

Contents

- Audit Results 1**
 - Audit Summary 1

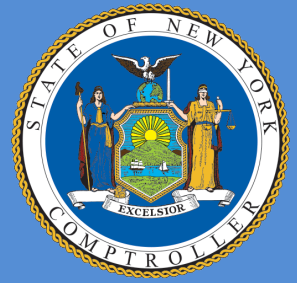
- Records and Reports: Findings and Recommendations 3**
 - Finding 1 – The Board did not adequately monitor financial activity and ensure appropriate records and reports were maintained, audited and filed in a timely manner. 3
 - Recommendations 5

- Appendix A: Profile, Criteria and Resources. 6**

- Appendix B: Response From District Officials. 8**

- Appendix C: Audit Methodology and Standards. 12**

Audit Results



Eagle Mills Fire District No. 1

Audit Objective	Audit Period
Did the Eagle Mills Fire District No. 1 (District) Board of Fire Commissioners (Board) monitor financial activity, ensure appropriate records were maintained and reports were filed in a timely manner?	January 1, 2024 through July 31, 2025 We expanded our scope back to January 1, 2019 to review the Annual Financial Reports (AFR) filing status and required annual audits.
Understanding the Audit Area	
A board of fire commissioners must monitor financial activity to ensure public funds are managed with accountability, transparency and integrity. Complete, accurate and current accounting records and reports are essential for informed decision-making, legal compliance and accountability. The District's budgeted appropriations for fiscal year 2025 totaled \$514,743.	

Audit Summary

While our review of the accounting records did not observe any significant errors, the Board did not adequately monitor the District's financial activity and did not ensure appropriate records were maintained and that AFRs,¹ detailed financial data reports, were created and filed in a timely manner. As a result, the risk of errors and irregularities occurring increases and the Board's ability to assess the District's financial activities was diminished.

Specifically, we determined that:

- The District Secretary/Treasurer (Treasurer) did not record the District's fiscal years 2024 and 2025 annual budgets into the central accounting system, necessary for generating statements of operations with budget-to-actual comparisons. The Treasurer also did not prepare and provide the Board with periodic financial reports including balance sheets and budget-to-actual reports. Without status reports, the Board cannot effectively monitor financial activity and budget performance or properly assess financial condition throughout the year, increasing the risk of errors and irregularities.

¹ An AFR captures a local government's (county, city, town, village and fire district) revenues and expenditures for the year as well as its cash reserves, fund balance, and outstanding debt at the end of the period. The AFR data informs local officials, residents, other taxpayers and NYS policymakers about the financial condition of New York's local governments.

-
- The Board has not had the required annual independent audit of the District's books since fiscal year 2018. In the absence of an annual audit, there is no independent verification that transactions have been properly recorded, and funds have been properly accounted for, diminishing the Board's ability to assess the District's financial activities.
 - The Treasurer has not prepared or filed the fiscal year end 2019 through 2024 AFRs as required by New York State (NYS) General Municipal Law (GML) Section 30.² When AFRs are not filed in a timely manner, it results in diminished transparency and the Board, taxpayers, OSC and other interested parties are denied the ability to assess the District's financial standing.

The report includes five recommendations that, if implemented, will improve the District's fiscal oversight. District officials generally agreed with our recommendations and their response is included in Appendix B.

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 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.

² More information on AFR nonfilers and the local government's current AFR status can be found on OSC's website at: <https://web.osc.state.ny.us/localgov/afr-non-filers/>.

Records and Reports: Findings and Recommendations

A board of fire commissioners is responsible for monitoring the fire district's financial activities and safeguarding its resources. To properly monitor financial activities, a fire district treasurer should provide the board with adequate monthly financial reports including a detailed statement of all money received and disbursed during the month, reconciled cash balances for all bank accounts, balance sheet reports and comparisons of actual revenues and expenditures to amounts estimated in the annual fire district's adopted budget.

Additionally, Town Law Section 181-b requires fire districts with annual revenues of \$400,000 or more to have an independent certified public accountant (CPA) or independent public accountant annually audit its records. A copy of the audit report must be given to the fire district's board, the town board(s) served by the fire district and OSC within 180 days of the fiscal year's end.

A board of fire commissioners should also ensure the fire district treasurer completes and files the AFR with OSC within 60 days after the fire district's fiscal year end. The AFR provides details on a fire district's financial position and results of operations, is an important fiscal tool to monitor fire district operations and provides interested parties and stakeholders with a complete summary of a fire district's financial activities.

More details on the criteria used in this report, as well as resources/publications we make available to local officials that can help officials improve operations (Figure 1), are included in Appendix A.

Finding 1 – The Board did not adequately monitor financial activity and ensure appropriate records and reports were maintained, audited and filed in a timely manner.

The Board did not oversee the Treasurer's duties for maintaining the accounting records. As a result, the Board did not receive adequate periodic financial reporting or ensure annual audits and annual AFR filings were completed in a timely manner.

Accounting Records – The Treasurer did not enter the 2024 and 2025 fiscal years' annual Board-adopted budgets into the central accounting system necessary to produce a budget-to-actual comparison report, because the Board never required him to prepare one. Upon our request, the Treasurer entered the 2024 and 2025 fiscal years' budgets into the central accounting system and produced statements of revenues and expenditures with budget-to-actual comparisons. We reviewed the available records and determined the revenue, expenditure, and balance sheet amounts were generally supported except for minor errors. We also examined the bank reconciliation for the four District bank accounts for December 2024 and July 2025 and determined that except for minor errors carried over from prior years, they were generally accurate and properly prepared. We discussed these minor errors with District officials

While the Treasurer provided the Board with a monthly Treasurer's report (including reconciled cash balances and all money received, deposited and disbursed) for its review and claim vouchers for audit

and approval, the Board did not require the Treasurer to produce monthly statements of operations with budget-to-actual comparisons. The Board Chair told us the Board relied on its review of claim vouchers and the Treasurer's report to monitor financial activity. However, these records and reports do not provide financial information to allow for the evaluation of whether District revenues are received and expenditures are incurred as estimated in the District budget. Without such periodic reporting, there is a risk the Board may not act in a timely manner to address any overestimation of revenues or underestimation of expenditures.

Further, a Commissioner told us that the Board and District officers discuss prior year expenditures and what they expect to incur in the following year, but do not prepare any formal analysis, such as a multi-year budget-to-actual comparison of trends to assist in developing the upcoming year's annual budget.

Without adequate monthly financial status reports, the Board cannot effectively monitor financial activity and budget performance or properly assess financial condition throughout the year. Without these financial status reports, the risk of errors and irregularities increases.

Annual Audit – The District's contracted CPA last completed an audit of the Treasurer's accounting records on October 15, 2021 for the fiscal year ending December 31, 2018. In February 2019, the Board contracted with this CPA to audit the District's records for fiscal year ending December 31, 2018, with an option to audit fiscal years 2019 through 2022. The contract stated the goal was to have annual audits completed by June 30 of each year. However, the required annual audits were not completed. The Treasurer told us he relied on the CPA's repeated assurances the audit would be completed; however, it was not, and the situation continued. Two Commissioners confirmed the Board did not prioritize auditing the Treasurer's accounting records and left the work of procuring another CPA firm to the Treasurer. Officials did not seek other auditing services until May 2025, after which the 2019 through 2024 required annual audits were then also delinquent. As of the end of our audit field work, the District had not obtained a CPA firm to perform the required annual audits of the Treasurer's accounting records, and the audits for the last seven years were not completed.

In the absence of an annual audit, there is no independent verification that transactions have been properly recorded, and funds have been properly accounted for, diminishing the Board's ability to assess the District's financial activities.

AFR – The District's AFRs for the prior six fiscal years, 2019 through 2024, were not prepared and filed as required by GML Section 30. No extensions were requested or granted. The 2018 AFR was filed July 8, 2019, 129 days late. As of July 31, 2025, the 2019 through 2024 AFRs remained unfiled and were between 152 and 1,978 days late. While the Treasurer maintained the accounting records, he did not prepare and submit the AFR and told us that he was advised by the CPA not to, until the audits were completed. However, the CPA did not complete the audits necessary for preparing and filing the AFRs in a timely manner and neither the Treasurer nor the Board prioritized completing and submitting the AFRs.

When AFRs are not filed in a timely manner, it results in diminished transparency and the Board, taxpayers, OSC and other interested parties are denied the ability to assess the District's financial standing.

Recommendations

The Board should:

1. Require the Treasurer to prepare and submit the District's monthly financial reports for its review.
2. Ensure all independent annual audits of the District's accounting records are carried out, and a copy of the audit report is given to the Board, the Town of Brunswick Board and OSC within 180 days of the fiscal year's end.
3. Ensure the Treasurer files the District's AFR with OSC within 60 days of each fiscal year's end, as required by GML Section 30.

The Treasurer should:

4. Prepare and submit the District's monthly financial reports to the Board.
5. Prepare and file the District's AFR with OSC within 60 days of each fiscal year's end, as required by GML Section 30.

Appendix A: Profile, Criteria and Resources

Profile

The District is located in the Town of Brunswick, Rensselaer County. The District is governed by the five-member Board whose members are elected to staggered five-year terms. The Treasurer is nominated annually by the Board.

The District's fiscal year is January 1 to December 31.

Criteria – Records and Reports

A board of fire commissioners should require its fire district treasurer to maintain accurate accounting records so as to prepare and provide the board with adequate monthly financial reports that detail collections, disbursements, account balances and budget-to-actual comparisons.

A board of fire commissioners should ensure a fire district's treasurer prepares and provides monthly bank reconciliations for all bank accounts, bank account statements and images of canceled checks for review and approval. Bank reconciliations should serve as an internal verification of cash receipt and disbursement transactions.

Town Law Section 181-b requires fire districts with annual revenues of \$400,000 or more to have an independent CPA or an independent public accountant annually audit its records. A copy of the audit report must be given to the board of fire commissioners, the town board(s) served by the fire district and OSC within 180 days following the close of the fiscal year audited.

GML Section 30 requires a fire district treasurer to prepare and file the fire district's AFR with OSC within 60 days after each fiscal year's end and may be approved for a 60-day extension. The AFR is an important fiscal tool that can provide a board with necessary information to monitor fire district operations and provide OSC, taxpayers and other interested parties with a summary of financial activities.

Additional Records and Reports Resources

Figure 1: OSC Publications

OSC *Local Government Management Guides* and other informational resources are available on our website to help officials understand and perform their responsibilities and implement effective internal controls.

<i>The Practice of Internal Controls</i>	<i>Fiscal Oversight Responsibilities of the Governing Board</i>	<i>Fire Districts Accounting and Reporting Manual</i>
		
<p>https://www.osc.ny.gov/files/local-government/publications/pdf/the-practice-of-internal-controls.pdf</p>	<p>https://www.osc.ny.gov/files/local-government/publications/pdf/fiscal-oversight-responsibilities-of-the-governing-board.pdf</p>	<p>https://www.osc.ny.gov/files/local-government/publications/pdf/arm-fds.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

Board of Fire Commissioners
EAGLE MILLS FIRE DISTRICT NO. 1



627 Brunswick Road
Troy, New York 12180-6907

March 25, 2026

NYS Office of the Comptroller

Department of Local Government and School Accountability

One Broad Street Plaza

Glens Falls, NY 12801-4396

Unit Name: Eagle Mills Fire District #1

Audit Report Title: Records and Reports, Report of Examination

Audit Report Number: 2025M-136

To Whom it May Concern:

The Board of Fire Commissioners of the Eagle Mills Fire District#1 as well as the Treasurer of the Fire District have reviewed the draft audit report prepared by the NYS Comptrollers Office and we all agree with the findings stated in the report.

We wish for this document to serve as both our written audit response and our corrective action plan (CAP). Our CAP will be detailed in the following pages of the document.

Board of Fire Commissioners
EAGLE MILLS FIRE DISTRICT NO. 1

◆◆◆◆
627 Brunswick Road
Troy, New York 12180-6907

Unit Name: Eagle Mills Fire District #1

Audit Report Title: Records and Reports, Report of Examination

Audit Report Number: 2025M-136

For the recommendations provided to the Board in the draft audit report, the following is the corrective action(s) that will be taken to address the recommendations listed in the audit report.

Recommendation 1

Audit Recommendation: Require the Treasurer to prepare and submit the Districts monthly financial reports for its review.

Implementation Plan of Action: Starting April 2026 the Treasurer will provide to the Board as part of the financial reports a budget-to-actual report for the Board's review. Going forward this will be included in the monthly reports. This will allow the Board to monitor the District's Financial condition throughout the year.

Implementation Date: April 2026

Person Responsible for Implementation: Treasurer will prepare the report and include it with other financial reports.

Recommendation 2

Audit Recommendation: Ensure all independent annual audits of the Districts accounting records are carried out, and a copy of the audit report is given to the Board, the Town of Brunswick, and the OSC within 180 days of the fiscal year end.

Implementation Plan of Action: The Board has hired an independent CPA to complete the outstanding audits for past years that were not completed. To date the new CPA firm has completed the audits for 2019 – 2022. Going forward the Board and Treasurer will ensure that the CPA audits are completed annually and in a timely manner.

Board of Fire Commissioners
EAGLE MILLS FIRE DISTRICT NO. 1

◆◆◆◆
627 Brunswick Road
Troy, New York 12180-6907

Additionally, going forward the Board will review the General Ledger quarterly to ensure that payments were properly assigned and to improve Board oversight of District financial transactions.

Implementation Date: November 2025.

Person Responsible for Implementation: Treasurer will work with the contracted CPA to schedule and provide records when asked.

Recommendation 3

Audit Recommendation: Ensure the Treasure files the Districts AFR with the OSC within 60 days of each fiscal year end, as required by GML Section 30.

Implementation Plan of Action: The Board has hired an independent CPA to complete the outstanding AFR reports for the years that were not completed. To date the new CPA firm has completed and submitted the AFR reports for 2019 – 2022. Going forward the Board and Treasurer will ensure that the CPA audits are completed, and the CPA is submitting the AFR reports annually and in a timely manner.

Implementation Date: November 2025.

Person Responsible for Implementation: Treasurer will work with the contracted CPA firm to assign and submit the completed AFR reports when asked by the CPA staff.

Recommendation 4

Audit Recommendation: Prepare and submit the District's monthly financial reports to the Board.

Audit Recommendation: Require the Treasurer to prepare and submit the Districts monthly financial reports for its review.

Implementation Plan of Action: Starting April 2026 the Treasurer will provide to the Board as part of the financial reports, a budget-to-actual report for the Board's review. This will allow the Board to monitor the District's Financial condition throughout the year.

Board of Fire Commissioners
EAGLE MILLS FIRE DISTRICT NO. 1

◆◆◆◆
627 Brunswick Road
Troy, New York 12180-6907

Implementation Date: April 2026

Person Responsible for Implementation: Treasurer will prepare the report and include it with other financial reports.

Recommendation 5

Audit Recommendation: Prepare and file the District's AFR with the OSC within 60 days of each fiscal year's end as required by GML Section 30.

Implementation Plan of Action: The Board has hired an independent CPA to complete the outstanding AFR reports for the years that were not completed. To date the new CPA firm has completed and submitted the AFR reports for 2019 – 2022. Going forward the Board and Treasurer will ensure that the CPA is completing and submitting the AFR reports annually and in a timely manner.

Implementation Date: February 2026

Person Responsible for Implementation: Treasurer will work with the contracted CPA firm to assign and submit the completed AFR reports when asked by the CPA staff.

After reviewing the proposed CAP if the NYS Comptroller's Office has any additional questions please contact us for further information.

Thank you,

Signed:

Name ✓
Chairman

26 March 2026

Date

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 Board meeting minutes, the Treasurer's reports, and correspondences to gain an understanding of the District's internal controls, to determine what financial reports the Board receives and determine whether annual independent audits of the District's accounting records were conducted.
- We examined the Treasurer's 2024 and 2025 accounting records, bank statements and reconciliations, claims packets, bank account deposit supporting documentation and the Treasurer's reports to determine whether the accounting records were complete and accurate.
- We reviewed AFR filings to determine whether the District had submitted AFRs to our office within 60 days of the fiscal year's end.

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.

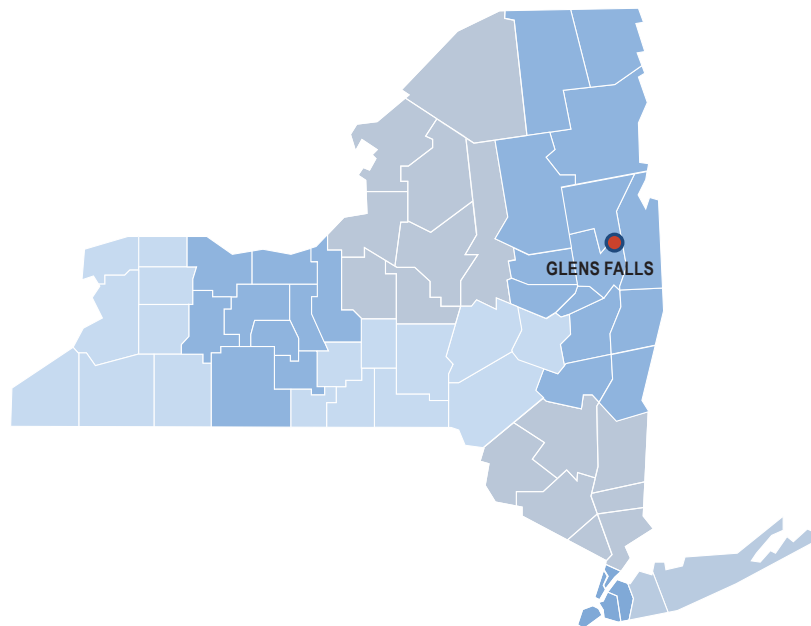
Contact

GLENS FALLS REGIONAL OFFICE – Gary G. Gifford, Chief of Municipal Audits

One Broad Street Plaza • Glens Falls, New York 12801-4396

Tel (518) 793-0057 • Fax (518) 793-5797 • Email: Muni-GlensFalls@osc.ny.gov

Serving: Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington counties



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

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