



Town of Marathon

Transparency of Fiscal Activities

S9-25-21 | March 2026

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Audit Results

Town of Marathon



Audit Objective

Did the Town of Marathon (Town) Board (Board) conduct or provide for an annual audit of the Town Supervisor's (Supervisor) financial records and reports, and did the Supervisor file the Annual Financial Report (AFR) with the Office of the State Comptroller (OSC) as required?

Audit Period

January 1, 2024 – April 24, 2025

We extended our observation of annual AFR filings forward to November 28, 2025, and back to fiscal year 2022.

Understanding the Audit Area

To help promote transparency, a town board should conduct a thorough and sufficiently detailed audit of the town supervisor's records to determine whether the accounting records are properly maintained, as well as that reports are complete and accurate. Furthermore, in light of a town board's responsibility to oversee the general management and control of the town's finances, the town board should also help ensure that the town supervisor annually prepares, files and makes the AFR available to the public.

With a population of 2,038, Town officials budgeted a total of \$1.1 million for the general fund and highway fund appropriations in fiscal year 2024 to provide essential services to the public, such as general government support, street maintenance and improvement, snow removal and fire protection.

Audit Summary

The Board did not conduct or provide for an annual audit of the Supervisor's financial records and reports for fiscal year 2024 in accordance with New York State (NYS) Town Law (Town Law). In addition, as shown in Figure 1, the Supervisor did not prepare and file the 2023 and 2024 AFRs with OSC, as required by NYS General Municipal Law (GML) Section 30. Furthermore, the Supervisor did not properly maintain financial information recorded in the accounting records and did not provide the Board with complete monthly financial reports.

Figure 1: AFR Filing Status as of November 28, 2025

Fiscal Year	Date Filed	Days Late
2022	February 25, 2025	726
2023	Not Filed	636
2024	Not Filed	271

Had the Board received the complete monthly reports and conducted an annual audit of the Supervisor's books, records and documents, it may have identified and potentially helped remedy these issues. Without complete, accurate and reliable financial information, the Board cannot effectively monitor the Town's financial position and available fund balance to make informed decisions. Because the Board and Supervisor did not fulfill their statutory responsibilities, transparency of the Town's fiscal condition was diminished, as Town residents, taxpayers, OSC and other interested parties did not have access to the Town's current fiscal activities.

Based on our review of the Supervisor's records, we determined that the Supervisor, assisted by his part-time appointed bookkeeper, did not:

- Record the dates he collected cash receipts. This increased the risk that Town funds could be lost, stolen or misappropriated, as we were unable to determine whether the Supervisor made timely deposits after collection.
- Properly reconcile bank accounts and cash records, or properly maintain financial information recorded in the accounting records, which undermined the Board's general responsibility to oversee the Town's financial operations and safeguard Town resources.
- Provide the Board with bank reconciliations or trial balance reports,¹ hindering its ability to monitor the Town's financial affairs throughout the year.

This report includes 10 recommendations that, if implemented, will improve the Town's financial reporting and help the Board and Supervisor improve the transparency of their fiscal activities. Town officials generally agreed with our findings and indicated they plan to initiate corrective action.

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. A written corrective action plan (CAP) that addresses the findings and recommendations in this report must be prepared and provided to our office within 90 days, pursuant to Section 35 of GML. 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 Town Clerk's (Clerk's) office.

¹ The trial balance is an internal accounting report that lists every account in the general ledger with its balance at a specific point in time. The report is a list of the balances of the accounts in a ledger kept by double entry, with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal, the ledger from which the figures are taken is said to be in balance. It helps to check the accuracy of bookkeeping.

Transparency of Fiscal Activities: Findings and Recommendations

Towns are governed by an elected town board, composed of a fixed number of elected board members and a town supervisor. A town board is generally responsible for overseeing a town's financial operations and the safeguarding of town resources. With certain exceptions,² a town board is required by Town Law to annually audit the town supervisor's books and records. Pursuant to GML, the town supervisor is responsible for preparing and filing with OSC, as well as making available to the public, an annual report of the town's financial position, known as the AFR. Furthermore, pursuant to GML and Town Law, towns are required to notify and make financial information available to the public by posting the AFR on the town's website, and through notice in the local newspaper of available financial information.

More details on the criteria used in this report, as well as additional resources including a checklist and OSC guidance on conducting an annual audit excerpted from our Local Government Management Guide (LGMG) publication Fiscal Oversight Responsibilities of the Governing Board, are included in Appendix A.

Finding 1 – The Board did not perform an annual audit of the Supervisor's records and reports in accordance with Town Law.

The Board did not conduct an audit of the Supervisor's financial records and reports for fiscal year 2024. Although the Supervisor told us he was aware of the annual audit requirement, two of the four other Board members told us that they were not. Furthermore, the Supervisor believed that his review of accounting records and reports prepared by the bookkeeper, such as budget status reports, bank reconciliations, canceled checks, payroll journals and the Town's property records, was sufficient to meet the audit requirement. However, although the bookkeeper prepares the records and reports, the Supervisor, as the Towns Chief Fiscal Officer (CFO) is responsible for those records and reports.³ The Board should conduct or provide for an annual audit, as required, as the Supervisor cannot audit his own records.

We reviewed the Supervisor's fiscal year 2024 records and reports using the same guidance OSC developed to help local officials fulfill their audit responsibilities pursuant to Town Law. This guidance

² The provisions of Town Law requiring the annual accounting with and submission of books and records to the town board does not apply to towns that, prior to January 20th, have engaged the services of a certified public accountant or public accountant to make an annual audit to be completed within 60 days after the close of the town's fiscal year. Also, in the case of a town having a comptroller, the accounting by the officers and employees who received or disbursed any funds in the previous fiscal year would be with the town comptroller, who would also be responsible for examining the accounts of those officers and employees.

³ See Appendix A.

is published in our LGMG *Fiscal Oversight Responsibilities of the Governing Board* (Figure 2) and is readily available on our website.

Based on our review of the Supervisor’s records, we determined that:

- The Supervisor, assisted by his bookkeeper, did not record the dates of cash receipt collections, properly complete bank reconciliations, or separate cash and fund balance among Town operating funds as required. As a result, the Supervisor did not maintain complete, accurate and reliable financial accounting records.
- The Supervisor did not provide bank reconciliations or trial balance reports to the Board.

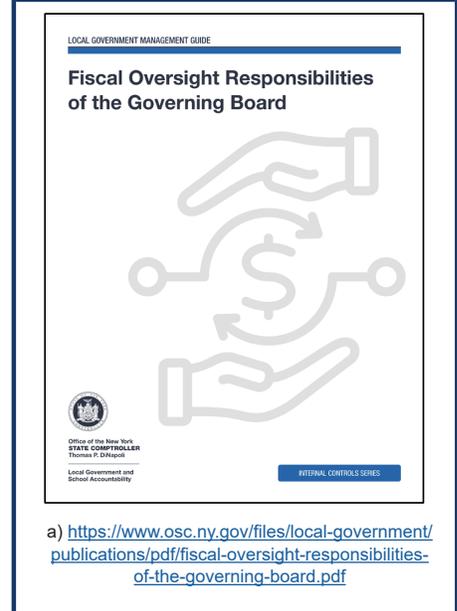
Below are examples of issues we identified that, had the Board conducted an annual audit of the Supervisor’s books and records, it may have identified, and potentially helped remedy:

Cash Receipts – The Supervisor prepared deposit slips and the cash receipt logs of the incoming payments, made the bank deposits and submitted the logs to the bookkeeper to record into the accounting system.

The deposit amounts were accurately recorded in the financial records; the December 2024 total bank deposit amounts agreed with cash receipt log totals of \$122,622. However, we could not determine whether all collections were deposited in a timely manner because the cash receipt dates recorded on the cash receipt logs were the same as the actual bank deposit dates. The Supervisor told us that he typically deposited collections a couple days after he received them. If Town funds are not properly received, deposited intact and in a timely manner, the Town has an increased risk that funds could be lost, stolen or misappropriated.

Cash Disbursements, Bank Reconciliations and Trial Balance – The underlying records for cash disbursements and payroll payments were adequate. However, the cash reported on the trial balance was not accurate; cash was underreported by approximately \$25,000. We identified three Town bank accounts with outstanding reconciling items in the December 2024 bank reconciliations totaling \$33,200 labeled as uncleared checks and payments and \$58,000 labeled as uncleared deposits and credits.⁴ Most of the reconciling items pertained to routine and necessary recorded payroll transactions and cash transfers from the operating funds into the custodial fund.⁵ These outstanding uncleared checks and payments, totaling \$33,200, originated as far back as 2003. The bookkeeper told us these older items

Figure 2: LGMG – Fiscal Oversight Responsibilities of the Governing Board^a



⁴ See Appendix C for audit methodology.

⁵ The Town referred to the custodial fund as the trust and agency fund. For more information see our publication *Accounting and Financial Reporting for Fiduciary Activities as Required by GASB Statement 84* available at: <https://www.osc.ny.gov/files/local-government/publications/pdf/accounting-and-financial-reporting-for-fiduciary-activities-gasb-84.pdf>

were already in the accounting records before she started as the bookkeeper and should no longer be outstanding because these transactions should have cleared. The Supervisor told us he was unaware of the reconciling items until we brought it to his attention during the audit.

Additionally, the December 2024 bank reconciliation included reconciling items labeled as uncleared deposits and credits, totaling \$58,000, as far back as 2019. Uncleared deposits and credits should have cleared the bank in the following month. Therefore, the cash balance included on the trial balance report was not an accurate presentation of available cash because these unnecessary outstanding items (uncleared checks and payments and uncleared deposits and credits) were not reversed in the accounting system. After bringing the reconciling items to the Supervisor's and bookkeeper's attention, the bookkeeper recorded journal entries to reverse all outstanding items, except for \$454 in checks that were proven as outstanding from the accounting records.

Finally, the trial balance did not separate out cash and fund balance among the Town's four operating funds.⁶ The Town's fund balance was instead recorded in one "Retained Earnings" account rather than by each individual fund with respective reserved or unassigned fund balances. Without a separate accounting of cash and fund balance for each Town operating fund, the Board would not be able to monitor the Town's fiscal health throughout the year. For example, certain revenues such as highway-related real property taxes and Consolidated Local Street and Highway Improvement Program funding are required to be restricted for highway purposes. Additionally, during budget preparation, the Board could not determine how much fund balance was available as a funding source for the different operations.

Timely, sufficient and accurate accounting records are essential for the preparation of accurate financial reports, which in turn help the Board's ability to monitor and manage financial operations and assess and make decisions regarding the Town's financial condition. Therefore, the Board's ability to oversee the Town's financial operations and safeguard Town resources was undermined because the Supervisor did not ensure the bookkeeper performed accurate bank reconciliations or properly recorded and updated financial activities.

Financial Reporting – We also identified that the Supervisor did not provide all necessary monthly financial reports to the Board during the fiscal year 2024. Although the Supervisor provided budget status reports and bank statements to the Board monthly, the Supervisor did not periodically provide bank reconciliations or trial balance reports. Without a periodic review of all financial information, the Board cannot effectively monitor the Town's financial position and available fund balance to make informed decisions. Routine interim reports provided to the Board that summarize financial activities help the Board monitor the Town's financial affairs throughout the year.

⁶ The Town's operating funds included general fund town-wide, general fund town-outside-village (TOV), highway fund town-wide and highway fund TOV (i.e., A, B, DA, DB funds).

Recommendations

The Board should:

1. Conduct the annual audit of the Supervisor’s records and reports in accordance with Town Law.
2. Request financial reports to monitor the Town’s financial operations and make informed decisions.
3. Attend relevant and beneficial training sessions to obtain a better understanding of its duties or consult with counsel, where appropriate. Training provided by OSC can be found at: www.osc.ny.gov/localgov/academy/index.htm

The Supervisor should:

4. Ensure the financial records and reports are complete, accurate and up to date.
5. Document receipt of incoming payments and deposit funds received no later than 10 days after receipt as required by Town Law and enter receipts into the Town’s accounting records in a timely manner.
6. Ensure the bank reconciliations are performed, complete, accurate and up to date. If bank reconciliations reveal corrections are needed, ensure corrections are made as soon as possible.
7. Submit monthly reports to the Board that include the detailed accounting of all funds received and disbursed, cash balances and complete budget-to-actual comparisons of revenues and expenditures for each Town fund. Also, include periodic trial balance reports to the Board for review.

Finding 2 – The Supervisor has not prepared and filed the AFRs for the last two fiscal years as required by GML.

As of November 28, 2025, the Supervisor had not prepared, filed with OSC and made available to the public the 2023 or 2024 AFRs (Figure 3), as required by GML. In addition, the last filed AFR, for the year ending December 31, 2022, was filed on February 25, 2025, 726 days late.

The Supervisor and two Board members told us that they knew it was a requirement to file the AFR with OSC within 60 days after the fiscal year’s end and the 2023 and 2024 AFRs were not filed due to personnel turnover in the bookkeeper position. The Supervisor also told us that he did not require the bookkeeper to file the 2023 and 2024 AFRs because she was still learning the job responsibilities. However, pursuant to GML, it is the Supervisor’s responsibility to prepare and file the Town’s AFR. Furthermore,

Figure 3: AFR Filing Status as of November 28, 2025

Fiscal Year	Date Filed	Days Late
2022	February 25, 2025	726
2023	Not Filed	636
2024	Not Filed	271

because it is the Board's responsibility to oversee the general management and control of the Town's finances, the Board should help ensure that the Supervisor prepares and files the AFR with OSC as required.

Because the Supervisor did not prepare and file the financial information, taxpayers, residents and other interested parties were not able to properly assess the Town's financial operations and financial condition using Town records to make informed decisions. As such, we analyzed the bank balances for the Town's general and highway funds for fiscal year 2024.⁷ Although we did not identify any significant fiscal concerns, the Board should continue to help ensure that the Supervisor files the necessary financial information, including the AFRs in accordance with statutory requirements in an effort to increase overall transparency of the Town's fiscal activities with the public.

Recommendations

The Board should help ensure:

8. The Supervisor prepares and files the AFR, as required by GML.
9. That, to the extent practicable, financial information is made accessible to the public.

The Supervisor should:

10. Prepare and file the AFR with OSC as required by GML.

⁷ See Appendix C for methodology.

Appendix A: Profile, Criteria and Resources

Profile

The Town is located in Cortland County, and is governed by the elected Board, composed of the Supervisor and four Board members.

The Board is responsible for overseeing the Town's financial operations and safeguarding its resources. As the Town's CFO since January 1, 2022, the Supervisor is assisted by his part-time appointed bookkeeper who prepares accounting entries, processes check disbursements and prepares monthly financial reports.

Criteria – Transparency of Fiscal Activities

Towns are governed by an elected town board, composed of a fixed number of elected board members and a town supervisor. With certain exceptions,⁸ a town board is required by Town Law Sections 62 and 123 to annually audit the town supervisor's books and records.

A town supervisor is a town's Chief Executive Officer (CEO). Generally, a supervisor is also the town's CFO and is responsible for maintaining the town's financial records and reports. The accounting records should be up-to-date and should document assets, liabilities, fund balance and results of operations (revenues and expenditures) for each town fund. The town supervisor must maintain an accurate and complete accounting of all funds received and disbursed, and deposit town funds within 10 days of receipt, as required by Town Law Section 29.

A town supervisor's financial books and records, as per OSC guidance available in our LGMG publication *Fiscal Oversight Responsibilities of the Governing Board*, can include:

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

Audits provide the town board with the opportunity to assess the effectiveness of financial operations and help ensure that adequate board oversight is maintained over town operations. An annual audit also provides an independent verification that transactions are properly recorded, that town funds are properly accounted for and whether any significant fiscal concerns exist. An audit of the town

⁸ See Supra, footnote 1

supervisor's records should be thorough and sufficiently detailed to determine that the following minimum concerns are met:

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

Once complete, a town supervisor must cause a certified copy of this previous year's annual accounting to the board to be published in the official town newspaper.⁹

Based on the financial books and records maintained by the town supervisor and the accounting provided to the town board, GML Section 30 requires the town supervisor to prepare and file the AFR of the town's financial position and results of operations with OSC within 60 days¹⁰ after the close of the fiscal year. As part of its fiscal oversight responsibilities, a town board should be assessing the town's books, records, and supporting documentation and monitoring the performance of town officers and employees who are entrusted with recordkeeping and other financial responsibilities, including the town supervisor who prepares and files financial information. In addition, the AFR must be made available to the public in accordance with:

- A town board resolution that authorizes a town supervisor to use the AFR filed with OSC as an alternate to making available the prior year's annual accounting to the board,
- Town Law Section 29 which requires a town clerk to publish either a summary of the AFR in the town's official newspaper within 10 days after the AFR has been received, or a notice that a copy of the AFR is on file and is available to the public for inspection,¹¹ and
- GML Section 30 which requires a town to make the AFR accessible to the public on its official website.

⁹ See Town Law Section 29 [10].

¹⁰ Towns with populations under 5,000 have 60 days to file, between 5,000 to 19,999 have 90 days, and populations with 20,000 or more have 120 days.

¹¹ See Town Law Section 29 [10-a].

Additional Resources – General Recordkeeping and CFO Checklist

The following checklist can be used for each fund maintained and is excerpted from our LGMG publication *Fiscal Oversight Responsibilities of the Governing Board*.¹²

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

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the chief fiscal officer and co-signed if required?	<input type="checkbox"/>	<input type="checkbox"/>
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer?	<input type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input type="checkbox"/>	<input type="checkbox"/>

¹² <https://www.osc.ny.gov/files/local-government/publications/pdf/fiscal-oversight-responsibilities-of-the-governing-board.pdf>

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

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

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

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

Indebtedness Records <i>(This record is maintained by the clerk in certain local governments)</i>	YES	NO
Is an indebtedness register maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is the register complete and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Property Records	YES	NO
Are property records maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are the records up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fixed assets included in the records?	<input type="checkbox"/>	<input type="checkbox"/>
Are physical inventories taken and compared to the records?	<input type="checkbox"/>	<input type="checkbox"/>
Financial Reporting	YES	NO
Are interim reports (budget/actual; trial balances; etc.) prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Are the reports distributed to the governing board and department heads?	<input type="checkbox"/>	<input type="checkbox"/>
Does total year-end recorded cash agree with that reported in the annual financial report?	<input type="checkbox"/>	<input type="checkbox"/>
Payrolls	YES	NO
Are payrolls certified/approved by the appropriate official?	<input type="checkbox"/>	<input type="checkbox"/>
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions?	<input type="checkbox"/>	<input type="checkbox"/>
Is leave time accounted for?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix B: Response From Town Officials

40 W Main St, PO Box 615  Marathon, NY 13803

March 2, 2026

Office of the State Comptroller
Division of Local Government & School Accountability
RDU – CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

To the OSC:

This is our response to the audit done of the Town of Marathon in 2025.

The Town Board agrees with the draft findings of the audit conducted in 2025.

The audit was triggered because the town has not filed its AFR for 2023 and 2024. We are working on preparing the reports for the OSC.

Respectfully Submitted,

Timothy P. Elliott
Town Supervisor
Town of Marathon
Marathon, NY

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 reviewed the Board meeting minutes and interviewed the Supervisor, Clerk, bookkeeper and two of the four other Board members to gain an understanding of the Town's operations, the Supervisor's financial record keeping and reporting and the Board's oversight regarding annual audits, filing of the AFR and review of financial reports.
- We performed an annual audit of the Supervisor's records selecting certain categories for the fiscal year ended December 31, 2024, using OSC guidance available to Board members. We judgmentally selected the categories more significant to our audit objective for review, including cash receipts, cash disbursements, bank reconciliations, interim financial reports, and payroll for the general and highway funds. We excluded records for receivables, investments, deposit protections, indebtedness, and property from our testing as they were not significant to our audit objective. Using the CFO checklist¹³ we made observations and reviewed:
 - The bank deposit slips, cash receipt logs and department transmittals on file for the 14 December 2024 cash receipts totaling \$122,622 the Supervisor deposited into the Town's bank accounts to determine whether the deposits were made in a timely manner, as required by Town Law. We traced to the general journals to determine whether the cash receipts were accurately recorded. We judgmentally selected all of the Supervisor's cash receipts for December 2024 because it was the last month of the 12-month fiscal year 2024.
 - All 28 cash disbursements totaling \$45,198 for December 2024 to determine whether they were Board-approved and adequately supported and for proper Town purposes. We reviewed canceled check images from the bank and Board-audited claim voucher packets to determine the payee, amount and purpose. We judgmentally selected December 2024 because it was the last month of the 12-month fiscal year 2024.
 - All non-payroll electronic payments made by the Town as noted in the Supervisor's bank statements for the fiscal year 2024 to determine whether they were for proper Town purposes. None were noted.
 - The December 2024 bank reconciliation for all bank accounts to determine whether the reconciled bank balances agreed with cash balances recorded in the accounting records. We judgmentally selected December 2024 because it was the last month of the 12-month 2024 fiscal year.
 - The payroll records of all 15 town employees for the last pay period of fiscal year 2024 – December 20 for four hourly employees and for 11 salary employees and compared

¹³ See Appendix A for Additional Resources – General Recordkeeping and CFO Checklist.

the amount paid to Town employees with Board-approved salary schedules to determine whether the Town's payroll, paid by the Supervisor, was in accordance with the Board-approved pay rates.

- We reviewed all fiscal year 2024 non-payroll disbursements, from the Supervisor's cash disbursement journals, that were payable to the Supervisor and bookkeeper to determine whether they were for the payee, amount and proper Town purposes, as traced to the supporting board claim packet. These individuals were judgmentally selected because of their role in the Town's financial operations.
- We assessed whether the Town had experienced any significant fiscal concerns in 2024 by reviewing the Supervisor's December 2024 bank accounts' ending cash balances for unrestricted funds with financial activity pertaining to the general and highway funds and compared them to the 2025 fiscal year's budgeted appropriations for the general and highway funds to reflect the ability of the Town to fund its adopted 2025 general and highway fund budgeted appropriations.

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

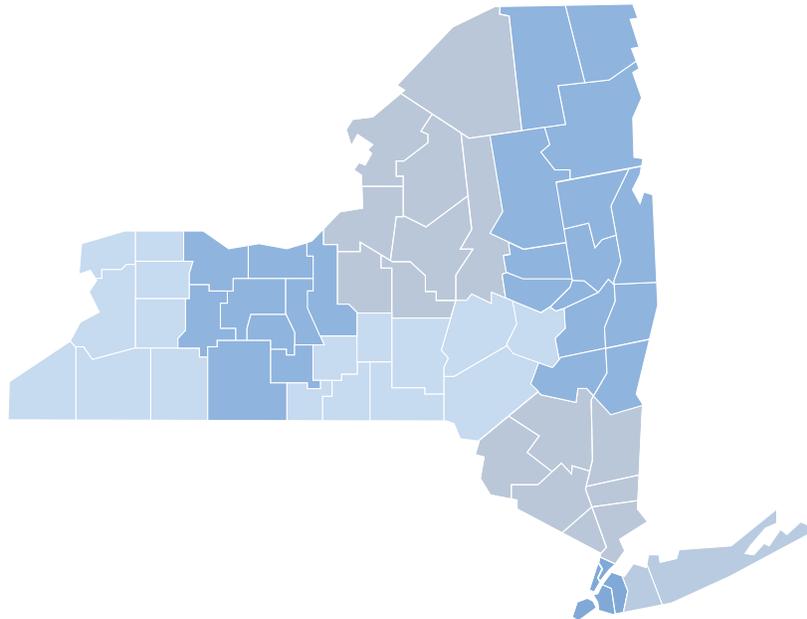
Unless otherwise indicated in this report, samples for testing were selected based on professional judgment, as it was not the intent to project the results onto the entire population. Where applicable, information is presented concerning the value and/or size of the relevant population and the sample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

Contact

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