



# Village of Sherburne

---

## Budgeting

2025M-83 | April 2026

# Contents

- Audit Results . . . . . 1**
  - Audit Summary . . . . . 1
  
- Budgeting: Findings and Recommendations . . . . . 3**
  - Finding 1 – The Board adopted unrealistic budgets which led to \$1.1 million in operating surpluses. . . . . 3
  - Recommendations . . . . . 7
  - Finding 2 – The Board did not establish written multiyear capital and financial plans or a written fund balance policy. . . . . 7
  - Recommendations . . . . . 9
  - Finding 3 – The annual budget did not conform with the form and content required by Village Law. . . . . 9
  - Recommendations . . . . . 10
  
- Appendix A: Profile, Criteria and Resources. . . . . 11**
  
- Appendix B: Response From Village Officials . . . . . 13**
  
- Appendix C: Audit Methodology and Standards. . . . . 15**

# Audit Results

## Village of Sherburne



Audit Objective	Audit Period
Did the Village of Sherburne (Village) Board of Trustees (Board) develop realistic budgets?	February 28, 2022 – August 29, 2025

### Understanding the Audit Area

A village board must develop realistic budgets for financial stability, public trust and transparency; service continuity; and to prevent shortfalls from overestimated revenues or underestimated costs that can lead to tax hikes, service cuts or a fiscal crisis. Realistic and structurally balanced budgeting, where recurring expenditures are met by recurring revenues, builds community confidence, avoids reliance on temporary “one-shot” revenues or funding sources (i.e., appropriated fund balance) and allows for long-term planning to protect the village from unexpected emergencies and maintain essential services.

The Village has four operating funds: electric, general, sewer and water. The Village’s 2024-25 budgeted appropriations were as follows:

- Electric fund: \$4,012,640
- General fund: \$1,447,492
- Sewer fund: \$609,550
- Water fund: \$449,739

## Audit Summary

The Board’s adopted budgets included underestimated revenues in the general fund and overestimated appropriations in the general, water and sewer funds. As a result, the Board levied more taxes than were needed to fund the Village’s operations. When the Board underestimates revenues and overestimates appropriations, unplanned operating surpluses are produced, which can reduce public trust and transparency to Village residents and taxpayers.

During the audit period, the electric fund had reasonable budget estimates, and the water and sewer fund had reasonable revenue estimates. However, during this same period, the Board adopted budgets for the general, water and sewer funds that appropriated a combined total of \$907,700 of fund balance

---

and \$219,000<sup>1</sup> in reserve funds that were not needed and that underestimated revenues by a combined amount of approximately \$930,000 and overestimated appropriations by a combined amount of approximately \$1.3 million, as follows:

- The Board underestimated revenues totaling \$695,000 and overestimated appropriations totaling \$521,000 for the general fund and overestimated appropriations totaling \$582,000 for the sewer fund and \$240,000 for the water fund.
- Unrealistic budget estimates caused unplanned operating surpluses in the general, water and sewer funds totaling \$1.1 million, even though the Board planned for operating deficits totaling \$1.3 million. As a result, none of the appropriated fund balance was needed or used.
- Unrestricted fund balance increased by a total of approximately \$1.1 million in the general, water and sewer funds.

In addition, the Board did not have written multiyear capital and financial plans, or a written fund balance policy in place to guide the Board's decisions regarding retaining appropriate fund balance amounts and reserve fund levels. Lastly, the budgets for the 2022-23 through 2025-26 fiscal years did not comply with New York State Village Law (Village Law) Section 5-506 or Office of the State Comptroller (OSC) guidance. The budgets did not contain sufficient information to assist Village officials in planning and monitoring the Village's financial operations or provide the public with enough information about the Village's annual financial plan to allow for meaningful input at budget hearings.

The report includes six recommendations that, if implemented, will improve the Village's budgeting process.

We conducted this audit pursuant to Article V, Section 1 of the State Constitution and OSC's 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. A written corrective action plan (CAP) that addresses the findings and recommendations in this report should be prepared and provided to our office within 90 days, pursuant to Section 35 of 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 Village Clerk-Treasurer's office.

---

<sup>1</sup> The Board-adopted budgets included a planned use of reserves totaling \$345,000, of which \$126,000 was used, resulting in \$219,000 not needed.

# Budgeting: Findings and Recommendations

---

A village board of trustees' budget estimates must be clear and realistic. Total financing sources from estimated revenues and appropriated fund balance must equal the board's estimated expenditures for each fiscal year. Also, the board may retain a reasonable portion of unrestricted fund balance as a financial cushion for unforeseen circumstances.

A fund balance policy that addresses the appropriate level of fund balance to be maintained in each fund can provide the board with guidelines to use during the budget process. In addition, multiyear capital and financial plans, for a three- to five-year period, help the board assess long-term needs and alternative approaches to financial issues, such as accumulating fund balance, obtaining financing or using fund balance to finance annual operations.

When the board appropriates fund balance in the budget to finance operations, the board is anticipating that the village will have an operating deficit (expenditures exceeding revenues) equal to the amount of fund balance that is appropriated. Lastly, the board must ensure that the village budget conforms to the provisions of Village Law Section 5-506 and complies with guidance prescribed by OSC with respect to form and content.

More details on the criteria used in this report, and resources we make available to local officials that can help officials improve operations (Figure 4), are included in Appendix A.

## **Finding 1 – The Board adopted unrealistic budgets which led to \$1.1 million in operating surpluses.**

---

We compared estimated revenues and appropriations to actual revenues and expenditures for the 2022-23 through 2024-25 fiscal years. During that period, the general, water and sewer funds generated a combined total of approximately \$1.1 million in operating surpluses. However, the electric fund had estimated revenues and appropriations that were generally reasonable when compared to actual results of operations.

General Fund – The Board underestimated revenues by \$695,000 and overestimated appropriations by \$521,000, which resulted in unplanned operating surpluses totaling \$459,500 (Figure 1) during the audit period. The Board underestimated revenues consistently each fiscal year during the audit period, with significant budget variances as follows:

- Mortgage tax revenue was underestimated by \$306,000 (50 percent).
- Interest earnings revenue was underestimated by \$112,000 (86 percent).

The Mayor told us that the Board generally underestimated revenues for mortgage tax and interest earnings because it was hard to predict how much the Village would receive. However, if the Board considered the trend of actual revenues over the past three years in these accounts, it could have reduced the excessive variances.

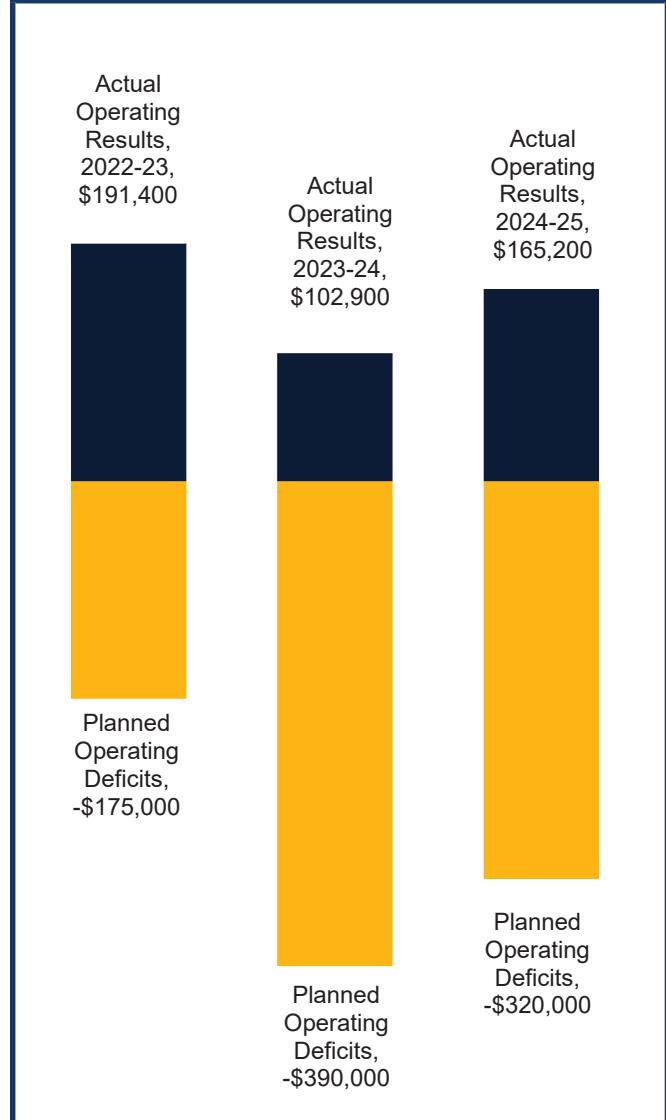
The Board also overestimated appropriations consistently each fiscal year during the audit period, with significant budget variances as follows:

- Drainage – contractual was overestimated by \$367,000 (1,009 percent).
- Police – personal services was overestimated by \$74,000 (38 percent).
- Health insurance was overestimated by \$62,000 (66 percent).
- Operation of plant – contractual for a facade renovation was overestimated by \$48,000.

The Mayor told us that the Board budgeted for the drainage appropriations twice because, due to legal obstacles, the Village could not finish a drainage project that was planned to be completed during the last two fiscal years. He also told us that the Village attempted to hire additional members of the police force but was unsuccessful. However, if the Board considered historical trends, it may have developed realistic estimates and reduced excessive variances.

The Mayor also told us that although it can be difficult to estimate health insurance costs, due to employees changing coverage, the Board reduced these cost variances. We determined that the Village more accurately budgeted the 2024-25 health insurance appropriation, which reduced the variance to \$9,900 as compared with the 2022-23 estimate, which had a \$45,000 variance. Lastly, the Mayor said that the Board overbudgeted the operation of plant account because the Board and Village officials planned to renovate the facade of the Village Hall, which it had not completed.

**Figure 1: General Fund Planned Operating Deficits vs. Actual Operating Results**



Because the Board’s budgeted appropriations exceeded the budgeted revenues, the Board appropriated fund balance and reserves totaling \$885,000 as a financing source in the 2022-23 through 2024-25 budgets. However, the Village did not need any of the appropriated fund balance because the variances between the adopted budget and operational results resulted in operating surpluses.

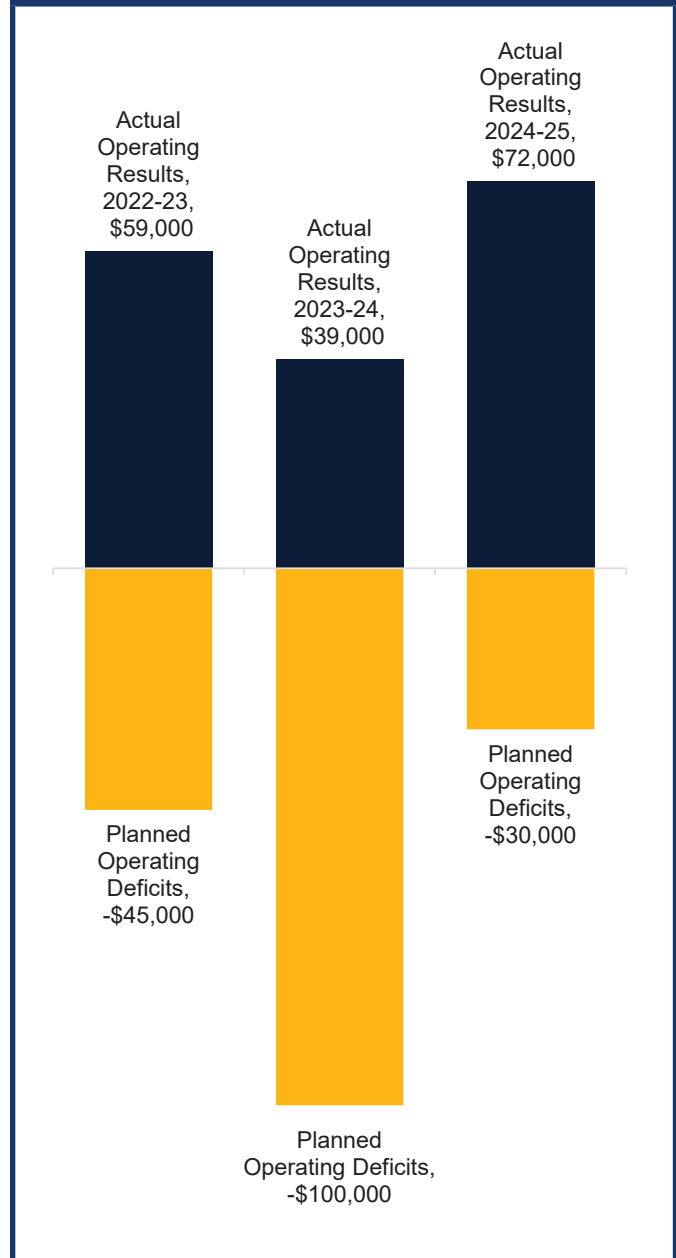
The Mayor told us that the Board appropriated fund balance for any projects that were planned but not completed in the previous fiscal year, such as the drainage project, to avoid inappropriately charging taxpayers more than once for these appropriations and raising taxes that would not be needed.

Water Fund – Although the Board generally budgeted revenues reasonably for the water fund,<sup>2</sup> it overestimated appropriations consistently each fiscal year during the audit period by a combined total of \$240,000, which caused unplanned operating surpluses totaling \$170,000 (Figure 2). Significant appropriation variances included the following:

- Water administration – contractual was overestimated by \$133,000 (122 percent).
- Equipment and capital outlay was overestimated by \$53,000 (140 percent).

Because the Board’s budgeted appropriations exceeded budgeted revenues, the Board appropriated fund balance and reserves totaling \$175,000 as a financing source in the 2022-23 through 2024-25 budgets. However, the Village did not need any of the appropriated fund balance because the variances between the adopted budget and operational results generated operating surpluses.

**Figure 2: Water Fund Planned Operating Deficits vs. Actual Operating Results**



<sup>2</sup> During the audit period, the Board underestimated water fund revenues by less than 10 percent (i.e., \$105,000, or 8 percent).

---

The Mayor told us that the Board generally overestimated these appropriations to ensure that the Village was prepared for unexpected circumstances, such as repairing a well or purchasing equipment. If the Board developed a long-term capital plan and used planned reserves, it could accomplish the same goals, and it would be more transparent to residents and taxpayers. In addition, using contingency appropriations – which the Board included in the Village’s budgets – can help cover smaller unexpected circumstances.

The Mayor agreed that the Board could more accurately estimate appropriations in the contractual line and said that he would examine the details further when developing future budgets with the Clerk-Treasurer (who is also the Village’s budget officer).

Sewer Fund – Although the Board generally budgeted revenues reasonably for the sewer fund,<sup>3</sup> it consistently overestimated appropriations by a combined total of \$582,000 during the audit period, which caused unplanned operating surpluses totaling \$519,000. Significant appropriation variances included the following:

- Sewage treatment and disposal – contractual was overestimated by \$329,000 (74 percent).
- Sewage treatment equipment and capital outlay was overestimated by \$105,000 (121 percent).
- Health insurance was overestimated by \$59,000 (195 percent).

Because the Board’s budgeted appropriations exceeded budgeted revenues – which made it seem as though the Board anticipated an operating deficit in this fund – the Board appropriated fund balance and reserves totaling \$192,700 as a financing source for the 2022-23 through 2024-25 budgets. However, the Village did not need any of the appropriated fund balance or reserves because the variances between the adopted budget and operational results instead caused operating surpluses.

The Mayor told us that the Board generally overestimated these appropriations to ensure that the Village was prepared for unexpected circumstances, and because the Village might have preliminary expenditures related to a \$35 million wastewater treatment plant project. He agreed that the Board could more accurately estimate appropriations in the contractual line and said that he would examine the details further when developing future budgets with the Clerk-Treasurer.

The Mayor also told us that the Board overestimated the appropriations for health insurance because officials could not determine whether employees would choose the single or family health insurance plans, and because some employee turnover had occurred. However, during the past three fiscal years, Village health insurance costs remained stable at an annual average of \$10,000 in the sewer fund. Therefore, the Board should have considered this trend when budgeting for health insurance costs.

---

<sup>3</sup> During the audit period, the Board underestimated sewer fund revenues by less than 10 percent (i.e., \$129,000, or 9 percent).

---

While budget variances are expected, when the Board underestimates revenues and overestimates appropriations, unplanned operating surpluses are produced, which reduces transparency to residents and taxpayers during the budget process. Although the Board adjusted estimates in the 2025-26 adopted budget to more closely align with historical actual amounts, these adjustments were conservative and likely will not yield significantly different results than past fiscal years.

## Recommendations

---

The Board should:

1. Develop and adopt annual budgets that contain reasonable estimates of revenues and expenditures based on historical trends and/or other known factors, such as intended appropriations of fund balance.
2. Ensure that officials who are responsible for developing budgets pursue and attend budget development training opportunities.<sup>4</sup>

## Finding 2 – The Board did not establish written multiyear capital and financial plans or a written fund balance policy.

---

Due in part to the previously discussed inadequate budget development, the Village's unrestricted fund balance grew by approximately \$1.1 million (49 percent) during the audit period in the general, water and sewer funds. Unrestricted fund balance increased by \$400,650 (40 percent) in the general fund, \$191,810 (33 percent) in the water fund and \$511,219 (81 percent) in the sewer fund. Consequently, the operating surpluses for the general, water and sewer funds accumulated primarily as unrestricted fund balance during the audit period and resulted in property taxes and user fee rates that were higher than necessary (Figure 3).

---

<sup>4</sup> Refer to Finding 3 for further information.

**Figure 3: Unrestricted Fund Balance (FB) at Fiscal Year End**

	2021-22	2022-23	2023-24	2024-25
<b>General Fund</b>				
<b>Total Unrestricted FB at Fiscal Year End</b>	\$1,013,258	\$1,193,285	\$1,313,999	\$1,413,908
<b>Next Fiscal Year's Appropriations</b>	\$1,243,645	\$1,612,345	\$1,447,492	\$1,648,430
<b>Unrestricted FB as a Percentage of Next Fiscal Year's Appropriations</b>	81%	74%	91%	86%
<b>Water Fund</b>				
<b>Total Unrestricted FB at Fiscal Year End</b>	\$587,343	\$644,744	\$723,452	\$779,153
<b>Next Fiscal Year's Appropriations</b>	\$435,691	\$492,757	\$449,739	\$475,205
<b>Unrestricted FB as a Percentage of Next Fiscal Year's Appropriations</b>	135%	131%	161%	164%
<b>Sewer Fund</b>				
<b>Total Unrestricted FB at Fiscal Year End</b>	\$633,202	\$716,404	\$878,733	\$1,144,421
<b>Next Fiscal Year's Appropriations</b>	\$440,750	\$534,050	\$609,550	\$581,505
<b>Unrestricted FB as a Percentage of Next Fiscal Year's Appropriations</b>	144%	134%	144%	197%

The Board did not develop or adopt written multiyear capital and financial plans to project the Village's capital and financial needs. Additionally, the Board did not develop or adopt a written fund balance policy to determine needed amounts for fund balance and reserve funds and to establish plans for periodically reviewing these funds. Had the Board developed written multiyear capital and financial plans, and a written fund balance policy, its goals – of maintaining an adequate level of fund balance and maintaining the Village's capital assets over time – would have been more transparent to the Village's residents and taxpayers.

The Mayor told us that the Village started a \$35 million wastewater treatment plant project, and the Board increased fund balance levels to cover some of the nongrant-eligible expenditures for the project. He also told us that the Board discussed long-term financial planning and fund balance levels, as shown in the Board's meeting minutes and budget workshop notes. However, he said that the Board did not formalize these discussions in documented plans or policies because the Village historically had a good financial condition, and because the Village's total fund balance had not been reduced to what the Board considered low levels. But using this method does not consider the effects of having excessive fund balance, and it reduces transparency for residents and taxpayers.

The Mayor told us that he saw the merits of having these plans and policies in place to provide additional transparency to residents and taxpayers and provide valuable information to develop realistic budgets. Without written multiyear capital and financial plans, and a written fund balance policy, the Board's ability to effectively and transparently manage the Village's fund balance is hindered.

---

## Recommendations

---

The Board should:

3. Develop a plan to reduce the amounts of surplus unrestricted fund balance determined in a manner that benefits Village residents and taxpayers. Unrestricted fund balance can be used as a financing source for:
  - Funding one-time expenditures.
  - Funding needed reserves.
  - Reducing property taxes.
  - Paying off debt.
4. Develop, adopt and periodically update written multiyear capital and financial plans, and a written fund balance policy, and use these during the budget development process.

### **Finding 3 – The annual budget did not conform with the form and content required by Village Law.**

---

The budgets for the 2022-23 through 2025-26 fiscal years did not comply with Village Law Section 5-506 or OSC guidance. The budgets did not contain all required information to assist Village officials in planning and monitoring the Village’s financial operations or provide the public with enough information about the Village’s annual financial plan to allow for meaningful input at budget hearings.

The upcoming fiscal year’s budgets included the current fiscal year’s year-to-date amended estimated revenues and appropriations, the current fiscal year’s year-to-date actual revenues and expenditures and the upcoming fiscal year’s proposed estimates. However, the budgets did not include actual revenues and expenditures for the previously completed fiscal year or a schedule of the estimated fund balance and reserves that could be used to finance operations for the coming fiscal year. Finally, the budgets did not include an adequate budget summary message showing the amounts levied in total or in each fund, or a salary schedule. The Clerk-Treasurer told us that he was unaware that the budgets were required to have these missing elements and instead followed past Village budgeting practices.

As a result of our audit, the Clerk-Treasurer completed OSC’s “Budgeting for Department Heads” webinar in August 2025. The Clerk-Treasurer also told us that he planned to attend more budget development trainings to prepare for the next budget development cycle. In addition, he and the Mayor said that the Village’s aging financial software produced the budget in the format that they currently used, and that they were considering updating or replacing the software.

---

During our fieldwork, the Board started the 2025-26 budget development process but was unable to implement any changes before the budget was approved. Due to the inadequate budget format, the Board did not have sufficient information to make reasonable and informed decisions on budget estimates, which caused some of the variances as indicated in Finding 1 of this report. Without an understandable and complete budget, transparency for residents and taxpayers is reduced, and they will be limited in their ability to comprehend the Village's financial condition and participate in the budget process.

## Recommendations

---

The Clerk-Treasurer should:

5. Use a budget format that complies with Village Law Section 5-506.
6. Continue to attend applicable training sessions to better understand and perform financial duties. Training provided by OSC can be found at: <https://www.osc.ny.gov/local-government/academy>.

# Appendix A: Profile, Criteria and Resources

---

## Profile

---

The Village is located in Chenango County and is governed by the elected five-member Board, which includes the Mayor and four Board members. The Board is responsible for managing and overseeing the Village's operations and controlling the Village's financial affairs, which includes adopting the annual budget and establishing financial policies. The Village appointed a new Clerk-Treasurer on September 29, 2023, and appointed him as the Village's budget officer on April 1, 2024.

## Criteria – Budgeting

---

The village budget officer is responsible for preparing the final budget document and should work closely with village department heads and the village mayor to develop a realistic blueprint for the upcoming fiscal year. In villages, the board generally has the authority and responsibility to adopt realistic, structurally balanced budgets and to monitor the budget continually. Spending levels and financial resources must be accurately estimated while preparing the budget to ensure that planned services are properly funded and that the board levies only those taxes that are necessary.

Once the budget has been adopted, the board should monitor actual revenues and expenditures to identify variances. The board is responsible for monitoring expenditures, to ensure that they stay within appropriations, and for reviewing budget status reports, to determine whether significant variances exist. In addition, the board is responsible for accurately budgeting all revenues that it expects to be received.

A written fund balance policy that addresses the appropriate level of fund balance to be maintained in each fund can provide the board with guidelines to use during the budget process. In addition, the board is responsible for establishing written multiyear capital and financial plans to balance capital priorities with fiscal constraints. These plans should have a clear mission to maintain and improve the village's capital assets over time. These plans and related policies also are an important planning tool for the board and serve as an effective means of communicating the board's goals and priorities to village residents and taxpayers.

In addition, village officials should prepare budgets that comply with Village Law Section 5-506, which requires certain information for each fund to be included in the budget, as follows:

- The prior completed fiscal year's budget and actual results.
- A schedule of estimated fund balance for each fund at the close of the current fiscal year, with a breakdown of the amounts appropriated for the next fiscal year's budget, amounts reserved for stated purposes and the remaining amounts of unassigned, unrestricted fund balance.

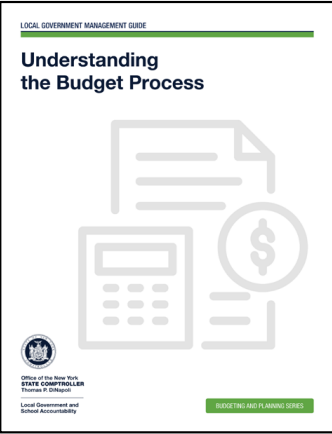
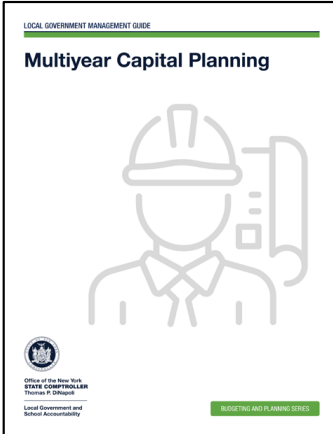
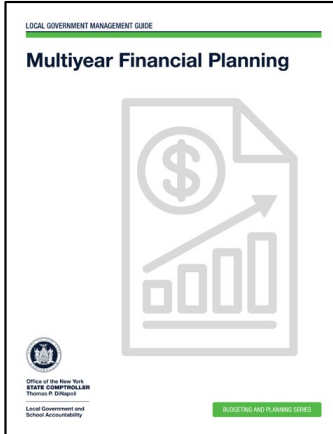
- A schedule of each reserve fund that shows the purpose of each fund established, the amount reserved in each fund and the amount recommended to be spent to meet appropriations for the next fiscal year.
- A schedule of wages and salaries to be paid for each village office or position of employment and the total recommended appropriation for each position.
- A schedule showing the amount of real property taxes to be levied for each fund, arranged with parallel columns for each fund.

Following the required format ensures that the village budget officer and board have the information needed to make accurate budget estimates, and it also provides budget transparency for the village’s residents and taxpayers.

## Additional Budgeting Resources

**Figure 4: 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>Understanding the Budget Process</i>	<i>Multiyear Capital Planning</i>	<i>Multiyear Financial Planning</i>
 <p>The cover features the title 'Understanding the Budget Process' and an illustration of a document, a calculator, and a dollar sign.</p>	 <p>The cover features the title 'Multiyear Capital Planning' and an illustration of a construction worker wearing a hard hat.</p>	 <p>The cover features the title 'Multiyear Financial Planning' and an illustration of a document with a dollar sign and a bar chart.</p>
<p><a href="https://www.osc.ny.gov/files/local-government/publications/pdf/understanding-the-budget-process.pdf">https://www.osc.ny.gov/files/local-government/publications/pdf/understanding-the-budget-process.pdf</a></p>	<p><a href="https://www.osc.ny.gov/files/local-government/publications/pdf/multiyear-capital-planning.pdf">https://www.osc.ny.gov/files/local-government/publications/pdf/multiyear-capital-planning.pdf</a></p>	<p><a href="https://www.osc.ny.gov/files/local-government/publications/pdf/multiyear-financial-planning.pdf">https://www.osc.ny.gov/files/local-government/publications/pdf/multiyear-financial-planning.pdf</a></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 Village Officials

## VILLAGE OF SHERBURNE

Municipal Office – 15 West State Street – PO Box 704 - Sherburne, NY 13460  
Phone: 607-674-2300 – Fax 607-674-4149  
TDD 1-800-662-1220  
e-mail: clerk.treasurer@VillageofSherburneNY.gov



Keith Van Althuis  
CLERK-TREASURER  
674-2206

Travis DuBois  
SUPT. ELECTRIC  
674-2202

James Cushman  
ATTORNEY

William Acee  
MAYOR

Michael Janitz  
Sidney Westcott  
Christopher Tomaselli  
Elena Casscles  
TRUSTEES

MUNICIPAL  
ELECTRIC SYSTEM  
WATER SYSTEM  
WASTE WATER SYSTEM

Original Pageant of Bands Annually – First Saturday in June

February 20, 2026

The New York State Comptroller conducted a Budget Audit for the period of February 2022 through August 2025 with the objective of reviewing whether the budgets were realistic. The Village has always been prudent and cautious with public funds in all spending decisions. It is and has always been the goal of the Village Board to keep taxes at the lowest possible rate. As for the suggestions and audit comments; Software improvements have already been implemented to create a more user-friendly system that should provide a better system for budget and planning. Some of the audit suggestions have already been put in place like monthly report changes and clerk/treasurer education along with consideration of fund balance policy.

Some things beyond our control were the post Covid financial environment along with supply chain problems, labor shortages plus wage and material price increases along with inflation, made for difficult budgeting. It is the natural tendency to underestimate revenue and overestimate expenses however I believe going forward we can narrow the range of revenue to expense forecasting. Mortgage Tax and Interest Rates of return are difficult to predict and again we under forecasted.

During this audit period there were a couple of anomalies that we can correct moving forward. As commented upon in the report, the drainage project remains stalled and as such it did create a planned revenue/expense that has not occurred. We remain committed to completing that project as soon as the legal issues can be resolved. Current estimates are outdated and it has been repeatedly noted that costs continue to change due to inflation.

Police is another area that we have budgeted for more staffing, but it continues to be difficult finding part-time officers to fill the schedule. We are a part-time agency and with most of our officers working a full-time position that sometimes requires overtime, it has become difficult to fill the time slots. We continued to budget for more staff with the hope of finding more staff. I believe we get a lot of value for our small department budget.

Page 1 of 2

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

**VILLAGE OF SHERBURNE**

Municipal Office – 15 West State Street – PO Box 704 - Sherburne, NY 13460  
Phone: 607-674-2300 – Fax 607-674-4149  
TDD 1-800-662-1220  
e-mail: clerk.treasurer@VillageofSherburneNY.gov

William Acee  
MAYOR

Michael Janitz  
Sidney Westcott  
Christopher Tomaselli  
Elena Casceles  
TRUSTEES

MUNICIPAL  
ELECTRIC SYSTEM  
WATER SYSTEM  
WASTE WATER SYSTEM

Keith Van Althuis  
CLERK-TREASURER  
674-2206

Travis DuBois  
SUPT. ELECTRIC  
674-2202

James Cushman  
ATTORNEY



Original Pageant of Bands Annually – First Saturday in June

Health insurance, again as previously stated, showed excess funds, due to a retired insured death and staffing changes that led to a higher revenue, lower expense scenario. Health insurance will be more closely budgeted to align with staffing needs.

The municipal building façade (repointing of brickwork) continues to be a project we want to complete but we may have to rethink whether we can complete it and change the budgeting framework accordingly.

In closing, I and the Village Board remain committed to prudent and cautious financial planning.

William Acee  
Mayor Village of Sherburne

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

# 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 Village officials, and reviewed the Board’s meeting minutes and resolutions and the Village’s policies, to gain an understanding of the Village’s financial planning, budget development and budget monitoring practices and to determine whether the Board adopted multiyear plans and fund balance policies.
- We reviewed monthly Board meeting packets to determine whether the Treasurer provided the Board with budget status information and updates.
- We reviewed budget workshop notes for the budget development process for the 2023-24, 2024-25 and 2025-26 fiscal years to determine how the Board appropriated fund balance and what the Board planned to change or add to the budget.
- We compared estimated revenues to actual revenues, and compared budgeted appropriations to actual expenditures, for the 2022-23 through 2024-25 fiscal years to analyze the reasonableness of the budgets and total variances in three funds (general fund, water fund and sewer fund), which represented 38 percent of all the Village funds’ 2025 budgeted appropriations. Using our professional judgment, we selected these funds based on the significance of variances between budget estimates and actual results. We excluded the electric fund from our testing because its budgets were reasonable. We reviewed the general, water and sewer funds to determine which individual revenue and appropriation estimates had the largest variances by comparing actual results to budget estimates. We calculated variance percentages using the actual results. We then interviewed Village officials to determine the cause of significant variances.
- We calculated the Village’s results of operations, using its annual financial reports for the 2022-23 through 2024-25 fiscal years, to determine whether there was an operating surplus or deficit and whether appropriated fund balance was used. We calculated the percentage of the upcoming fiscal year’s budgeted appropriations, as compared to the ending unrestricted fund balance, for the audit period.
- We reviewed the 2026 budget estimates to determine whether the Village’s budgeting practices were consistent with prior fiscal years.
- We reviewed the 2022-23 through 2024-25 budgets to determine whether their form and content complied with Village Law Section 5-506.

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.

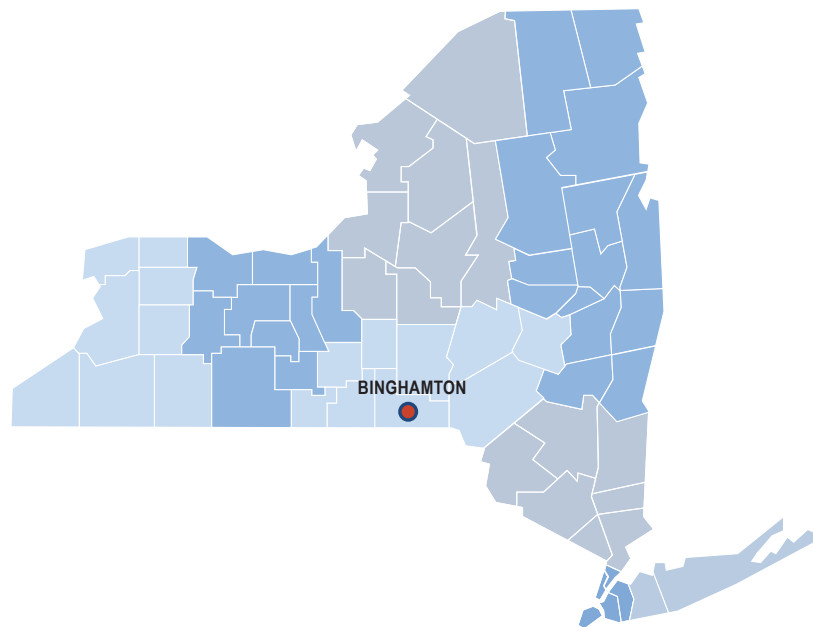
## Contact

**BINGHAMTON REGIONAL OFFICE** – Lucas S. Armstrong, Chief of Municipal Audits

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

Tel (607) 721-8306 • Fax (607) 721-8313 • Email: [Muni-Binghamton@osc.ny.gov](mailto:Muni-Binghamton@osc.ny.gov)

Serving: Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Tioga, Tompkins 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](mailto:localgov@osc.ny.gov)

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

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