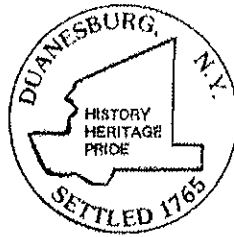


Roger Tidball, Town Supervisor
Jennifer Howe, Town Clerk
Brandy Fall, Deputy Town Clerk



John Ganther, Council Member
Francis R. Potter, Council Member
Jeffrey Senecal, Council Member
William Wenzel, Council Member

Town of Duanesburg

Schenectady County

Town of Duanesburg
Financial Records and Reports
2020M-116

The following is the Corrective Action Plan for the Town of Duanesburg following the 2020 New York State Comptrollers audit.

Recommendations following the audit.

The Supervisor and Board should:

1. Develop Policies and Procedures to ensure the Town's accounting records and reports are complete, accurate and up to date.
2. Require monthly reports that are up to date, accurate and include balance sheet information.

The Supervisor should:

3. Ensure accurate and complete bank reconciliations are performed timely.
4. Ensure the Board is provided accurate and timely financial reports each month, including reconciled cash balances by fund.

Regarding the recommendations the following is the action plan for each recommendation.

1. The Town Board acknowledges the recommendations made by the OSC with respect to our financial records. The Board began to address such issues by retaining an outside auditor to perform a Risk Assessment. This assessment identified and documented areas of weaknesses and made recommendations for improvements. A critical element of the Town's response to the risk assessment is the retention of an outside accounting firm. The Town's accounting and financial processing, except for Payroll, has been shifted from internal management to the accounting firm to further enhance Town controls. The accounting firm's role also supplants tasks formerly performed by internal Town bookkeepers. The accounting firm has been handling the towns accounting since January 2020. The implementation of hiring the firm was done by the Town Supervisor with full Town Board approval.

2. As part of our agreement with the accounting firm, the Town requires from them monthly reports, and balance sheet information that is accurate and up to date. The firm does provide the Board and our Clerks the proper information that is being asked of them. This service has been in place since we contracted with them and information has been provided thoroughly since January 2020. The implementation of this process was part of the agreement with the accounting firm.
3. As part of the transition of our accounting function to the accounting firm, and because of the risk assessment performed by an independent auditor, the Town has adopted a two-step bank reconciliation process. The firm performs on-line reconciliations using their accounting software system, which are then submitted for review and approval by the Town Board. Additionally, an internal town employee performs manual reconciliations. These two reconciliation reports are then compared to each other to confirm accuracy or to identify exceptions. This process has also been in practice since we partnered with the accounting firm. And was implemented by the Town Supervisor and the Town board.
4. Once again, as part of the transition of our accounting function to our accounting firm, and because of the risk assessment performed by independent auditor, the firm's scope of services includes preparation of monthly management reporting, bank reconciliations and monthly records of all receipts and disbursements. The Firm prepares and provides monthly reports to the Town Board. These practices have also been in place since January 2020 and was implemented by the Town Supervisor and the town board.

Roger Tidball

Supervisor
Town of Duanesburg, New York 12056