

December 28, 2023
Town of Albion Year End Meeting

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Exit Message
4. FYI: Remind residents to sign attendance sheet
5. Roll Call
6. Public Comment
7. Motion to approve agenda
8. Resolution to approve the vouchers
9. Resolution for audit of Town Clerk, Tax Collector and Court Clerk in the amount of \$9,300.00
10. Resolution to approve CSEA Union Contract
11. FYI- Organizational/Regular Meeting January 8, 2024 at 5:00 pm
12. Executive Session

28-Dec-23

Albion Town Board Year End Meeting

Please sign in:

1. _____	28. _____
2. _____	29. _____
3. _____	30. _____
4. _____	31. _____
5. _____	32. _____
6. _____	33. _____
7. _____	34. _____
8. _____	35. _____
9. _____	36. _____
10. _____	37. _____
11. _____	38. _____
12. _____	39. _____
13. _____	40. _____
14. _____	41. _____
15. _____	42. _____
16. _____	43. _____
17. _____	44. _____
18. _____	45. _____
19. _____	46. _____
20. _____	47. _____
21. _____	48. _____
22. _____	49. _____
23. _____	50. _____
24. _____	51. _____
25. _____	52. _____
26. _____	53. _____
27. _____	54. _____

December 28, 2023

Albion Town Board regular meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 5:00 pm.

Pledge of Allegiance was said and the exit message was given.

Present were Councilperson Darlene Benton, Councilperson Sandra Bensley, Supervisor Richard Remley, Councilperson Terry Wilbert and Councilperson Arnold Allen.

Supervisor Richard Remley: I need a motion to approve the agenda.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Terry Wilbert approving the agenda with the deletion of the Union Contract and no executive session. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye

Supervisor Richard Remley: I need a resolution for the vouchers.

Resolution #86

Payment of Claims

Whereas, the following are against the Town:

General, Highway, Water & Sewer 496 – 511 \$24,323.11

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Sandra Bensley authorizing the payment of the above listed claims. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye

Supervisor Richard Remley: I need a resolution for the audit.

Resolution #87

Audit of Town Clerk, Tax Collector and Court

Whereas, the Albion Town Board hereby authorizes the complete audit of the Town Clerk, Tax Collector and Court Clerk in the amount of \$9,300.00 The audit agreement in its entirety is hereby filed with and made a part of these minutes. Resolution duly adopted by the following vote:

Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Darlene Benton authorizing the adoption of the aforementioned resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

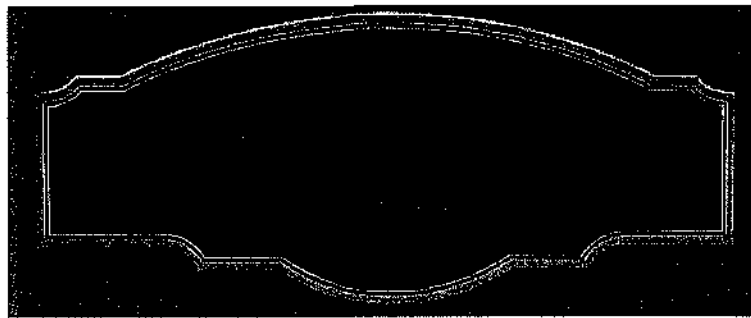
Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye

Supervisor Richard Remley: I need a motion to approve the agenda.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Terry Wilbert authorizing the close of the meeting at 5:15 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye



Town of Albion

Proposal to Provide Professional Services

December 11, 2023

Submitted to:

Mr. F. Richard Remley
Supervisor
Town of Albion
3665 Clarendon Road
Albion, New York 14411

Submitted by:

Erica Proctor, Principal
Bonadio & Co., LLP
171 Sully's Trail, Suite 201
Pittsford, New York 14534
Phone: (585) 249-2802
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eproctor@bonadio.com

Big firm capability. Small firm personality.

THE BONADIO GROUP

CPAs, Consultants & More

December 11, 2023

Mr. F. Richard Remley
Supervisor
Town of Albion
3665 Clarendon Road
Albion, New York 14411

RE: Proposal to Provide Professional Services

Dear Mr. Remley:

It is Bonadio & Co., LLP's ("Bonadio") pleasure to submit this proposal to provide professional services to the Town of Albion ("the Town") for the year ending December 31, 2023 and for the period of January 1, 2024 – March 31, 2024.

We have had the opportunity to gain a thorough understanding of the Town's specified needs and have assembled a team of professionals and developed an approach to meet those needs accordingly. While the attached proposal provides detail, we would like to highlight its key elements:

- **Government Audit Experience.** With a roster of more than 300 government clients and the bench strength of 12 partners averaging over twenty years' experience, we are confident in our ability to serve your needs. We are government experts!
- **Dedicated Government Staff.** Our government team is just that – a team of professionals exclusively dedicated to government clients. There are no tax or other competing deadlines we have to meet that could take us away from serving you.
- **Information Technology.** In today's environment, information technology is an area of constant change, regulation, and risk. Bonadio has a department consisting of fourteen experts from many disciplines. Not only is this included as part of our standard audit process, we can also assist the Town with anything from software implementation and policy writing, to regulatory compliance and full-blown risk assessment consulting.
- **Quality Control.** Each and every report issued by us undergoes a thorough quality review prior to issuance. You can be assured that our reports are accurate and that all professional auditing and accounting standards have been met.

171 Sully's Trail
Pittsford, NY 14534
p (585) 381-1000
f (585) 381-3131
www.bonadio.com

If you have any questions regarding the information contained in the proposal or on any other matter, please contact Erica Proctor at (585) 249-2802. We are available, at your convenience, to meet with you or any representatives of the Town to discuss any questions and further demonstrate our interest in serving you.

Very truly yours,
THE BONADIO GROUP

A handwritten signature in cursive script that reads "Erica Proctor".

Erica Proctor, CPA
Principal

Proposal for the Town of Albion

We are proposing to provide the following services to the Town of Albion, New York (the Town).

There are two options to completing the services relating to the Town's Justice Court, Town Clerk, and Tax Collector. Option 1 includes the procedures (listed below) we normally complete for our municipalities. Option 2 includes the procedures the Town has completed in the past and consists of the completion of the annual checklist from the New York State Office of the State Comptroller. This proposal describes both options.

Option 1

We propose to apply agreed-upon procedures as indicated below on the internal controls of the Town's Justice Court, Town Clerk, and Tax Collector functions (the functions) for the year ended December 31, 2023. Additionally, we propose to apply agreed-upon procedures as indicated below on the internal controls of the Town's Justice Court for the time period of January 1, 2024 – March 31, 2024. This engagement is solely to assist the Town in evaluating the Justice Court, Town Clerk, and Tax Collector processes based on the New York State Office of the State Comptroller guidelines. Our engagement to apply agreed-upon-procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Specific steps to be taken for each department include:

Justice Court

1. Perform the steps as described in the Justice Court checklist as provided in Appendix 10 of the New York State Office of the State Comptroller "Annual Checklist for Review of Justice Court Records" (Appendix 10), and list any additional comments or exceptions related to each inquiry, as applicable.
2. Obtain and document an understanding of the internal accounting controls over the procedures for handling cash and recording transactions through discussions with the Court Clerks.
3. Observe that the total amounts due on the Distribution Summaries and outstanding bail as of December 31, 2023 and March 31, 2024 agree to the net bank balances and any cash on hand.
4. Obtain the bank reconciliations for the Justice's bail and fine accounts for each of two months haphazardly selected and compare to supporting documentation such as original bank statements, deposits-in-transit, and outstanding check lists.
5. Obtain a haphazard sample of five (5) receipts and five (5) disbursements from the Justice's fine and bail accounts for the year ended December 31, 2023 and additionally for the period of January 1, 2024 – March 31, 2024, and compare to supporting documentation such as ticket, casework or Distribution Summary monthly report. Observe whether the receipts sampled above were made within 72 hours of collection.

Proposal for the Town of Albion

Justice Court (continued)

6. Obtain the bail account balances as of December 31, 2023 and March 31, 2024, and compare to Bail Defendant's Report for the Justice.
7. Obtain a haphazard sample five (5) dockets per justice for closed cases for the year ended December 31, 2023 and period ended March 31, 2024 and observe whether they are complete and agree to the amounts reported.

Town Clerk

1. For the cash receipts process, determine whether:
 - a. The cash receipts journal is up to date and maintained in a manner that identifies the date received, payer, purpose and that the amounts received are referenced to subsidiary receipt records.
 - b. Un-deposited cash receipts are kept safeguarded.
 - c. Duplicate deposit slips are maintained.
 - d. Deposit amounts per the bank statement agree with cash receipt amounts based on a random sample of 5 cash receipts.
 - e. Deposits are taken to the bank and recorded timely, with timely defined as no later than the third business day after \$250 has been collected, based on a random sample of 5 deposits.
2. The cash receipts journal is totaled and summarized monthly.
3. For the cash disbursements process, determine whether:
 - a. The cash disbursements journal is up to date and maintained in a manner that identifies amounts disbursed either individually or totals referenced to abstracts or payroll.
 - b. Pre-numbered check stock is used for disbursements.
 - c. Obtain a haphazard sample of 5 checks to ensure they are signed by the Town Clerk.
 - d. Cancelled checks or check images are returned with bank statements and maintained on file.
 - e. Unused checks are properly controlled (blank check stock).
 - f. Checks are recorded in the disbursements journal and are up-to-date.
4. Obtain a sample of bank accounts to identify if they are reconciled timely, with timely defined as within 5-7 business days of receipt of the statement, or 7-10 business days of month-end, and that reconciliations are documented, reviewed, and agree with accounting records.

Tax Collector

1. Obtain the Tax Collector's settlement statement and determine whether all issues/concerns have been adequately resolved.
2. Obtain a sample of bank accounts to identify if they are reconciled timely, with timely defined as within 5-7 business days of receipt of the statement, or 7-10 business days of month-end, and that reconciliations are documented, reviewed and agree with accounting records.

Proposal for the Town of Albion

Tax Collector (Continued)

3. For the cash receipts process, determine whether:
 - a. The cash receipts journal is up to date and maintained in a manner that identifies the date received, payer, tax account number, tax amount, and interest amount.
 - b. Duplicate deposit slips are maintained.
 - c. Deposit amounts per the bank statement agree with cash receipt amounts based on a random sample of 5 cash receipts.
 - d. Deposits are taken to the bank and recorded timely, with timely defined as within one business day of collection based on a random sample of 5 receipts.
4. For the cash disbursements process, determine whether:
 - a. Pre-numbered check stock is used for disbursements other than petty cash.
 - b. Obtain a sample of 5 checks to ensure they are signed by the Tax Collector.
 - c. Cancelled checks or check images are returned with bank statements and maintained on file.
 - d. Payments are made at least weekly to the Supervisor, when required.

Option 2

We propose to apply agreed-upon procedures consisting of inquiry of appropriate Town personnel regarding on the internal controls of the Town's Justice Court, Town Clerk, and Tax Collector functions (the functions) for the year ended December 31, 2023. This engagement is solely to assist the Town in completing the Office of State Comptroller's checklist for the Justice Court, Town Clerk, and Tax Collector. Our engagement to apply agreed-upon-procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an examination, we will not express an opinion on the cash receipts and disbursements practices of the Town Justice Court, Town Clerk, and Tax Collector. In addition, we have no obligation to perform any procedures beyond those listed above. We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Town, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. We will meet with you and each of the department managers to discuss the results of our engagement, if applicable.

Fees

Option 1

We anticipate that these procedures would take approximately 45 hours to complete, including on-site time as well as completion of the written report therefore, we are proposing a fee of \$5,800 for the procedures for the year ended December 31, 2023. Additionally, we anticipate the procedure associated with the Town Justice Court for the period of January 1, 2024 – March 31, 2024 would take approximately 25 hours to complete and therefore, we are proposing a fee of \$3,500.

Option 2

To complete the New York State Office of the State Comptroller checklists for the Justice Court, Town Clerk and Tax Collector, we are proposing a fee of \$2,800.

Upon acceptance of this proposal, we will prepare an engagement letter based on your selection which will need to be signed and returned prior to scheduling the work.

