

# Town of Ancram

Ancram Town Hall  
1416 County Route 7  
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[www.townofancram.org](http://www.townofancram.org)

July 1, 2019

To the Town Supervisor and Members of the Ancram Town Board  
Town of Ancram  
1416 County Route 7  
Ancram, NY 12502

The undersigned members of the Ancram Financial Advisory Council, appointed by the Ancram Town Board to provide financial oversight and advice to the Supervisor and Town Board, and to annually audit the Town's Books and records, acting in accordance with the provisions of Town Law Section 123, and using the guidelines and checklists outlined in the Office of the New York State Comptroller's January 2010 publication "Fiscal Oversight Responsibilities of the Governing Board", conducted an audit and accounting of the books and records of the Town of Ancram as of December 31, 2018 of the Chief Fiscal Officer, the Town Clerk and Tax Collector and the Town Court. In addition, the FAC reviewed financial control processes and procedures in the Building Department and Planning Board. These reviews were conducted during March and April, 2019 and followed the 2018 Audit conducted by the NYS Office of State Comptroller.

The audits consisted of a review of the cash receipts journals of the various departments on a selected basis, including dates funds were received, payer, purpose and amount, and following up to ensure that all funds were deposited into the bank account on a timely basis.

The audits also consisted of a review of the cash disbursements journals of the various departments on a selected basis, verifying payments were supported by appropriate documentation, pre-numbered checks were issued and signed by authorized personnel and paid checks were returned.

We also verified that bank reconciliations are done on a timely basis and that all entries, both receipts and disbursements were in agreement with the general ledger.

In our opinion, the books and records referred to above, and the resulting 2018 Annual Update Report submitted to the State, present fairly the financial position of the Town of Ancram as of December 31, 2018.

**Signed:**

Peter Scola

Steve Olyha

Will Weiss

Marie McDermott