

VILLAGE OF BROCKPORT

NEW YORK

PROPOSAL FOR AGREED - UPON PROCEDURES

MAY 31, 2022



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

September 15, 2022

Ms. Erica L. Linden, Village Clerk/Manager
Village of Brockport
127 Main Street
Brockport, New York 14420

Dear Ms. Linden:

This letter sets forth our understanding for applying agreed-upon procedures to the Village of Brockport, New York for the year ended May 31, 2022.

This engagement is solely for the purpose of reporting our findings in regards to the results of the procedures performed as summarized below. The procedures we will perform have been agreed to by the Village Board:

The procedures we will perform are as follows:

Review of Village's Books and Records -

1. We will document the Village's internal accounting control structure for the following financial cycles:
 - Policies and procedures adopted by the Board.
 - Cash and bank reconciliation process.
 - Monitoring of investments.
 - Expenditures and accounts payable, including Board approval of claims.
 - Revenue and receivables
 - Personnel and payroll processing.
 - General ledger maintenance.
 - Computerized accounting system.
 - Centralized and decentralized cash receipt procedures.
 - Fixed asset accounting.
 - Indebtedness.
 - Long-Term financial planning.

Documentation of these financial cycles will be accomplished through the use of questionnaires, flow charts and procedural narratives.

2. We will select a sample of cash receipts received and inspect the following documentation:
 - receipt issued for all cash collected and other supporting documentation
 - timely deposit of cash to the bank
 - revenue coding is correct
 - trace to posting in the cash receipts journal
3. We will select a sample of cash disbursements which will include credit card transaction and frequently reimbursed employees, and inspect the following documentation:
 - purchase order/claim form is properly authorized
 - receiving signature
 - correct account code
 - canceled checks for amount, payee and check number
 - trace to posting in cash disbursements journal
 - sufficient supporting documentation
 - determine if payment is in compliance with your procurement policy
4. We will select a sample of the payroll transactions and inspect for the following:
 - contract salary
 - hourly rate
 - gross wages for a period
 - number of pay periods
 - calculated contract
 - analyze variances
 - withholding status
 - gross pay, net pay, check number, cancelled check
 - year-end verification of total salaries for individuals included in sample
 - account code
 - health insurance deductions
5. We will select a sample month and May 31, 2022 and review the monthly bank reconciliations for the following:
 - reconciling items are properly documented
 - the adjusted bank balance agrees with the general ledger balance
 - cash is properly collateralized
6. We will select a sample of vendors who were paid more than \$20,000/\$35,000 during the year to determine that the Village is in compliance with Sections 103 and 104b of the General Municipal Law.
7. We will inspect the Village's inventory records and select a sample of assets for verification.
8. We will review the balance sheet accruals for receivables, payables, and liabilities at May 31, 2022, to determine they are properly recorded. We will also review fund balance policy and long term financial planning.

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants and/or any other standards or requirements to be followed. We are responsible for carrying out the procedures and reporting findings in accordance with these standards. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation as to the sufficiency of these procedures for the purposes of the specified parties or for any other purpose.

The agreed-upon procedures to be performed do not constitute an examination or review of the subject matter. Accordingly, we will not express an opinion or conclusion on the subject matter. If we did perform additional procedures, other matters might come to our attention that would be reported to you.

Our report will list the procedures performed and our findings. Our report will be addressed to the Village of Brockport, New York and will be intended for use by and restricted to the use of the specified parties as identified above. Our report will contain such restricted-use language.

Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

As part of our engagement, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the agreed upon procedures.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information to you through a secure CCH Axxess Portal (Portal) in order to facilitate delivering our services to you. For example, such transmissions might include, but not be limited to, financial statements, reports to management, fixed asset reports, and tax returns. Information on the Portal may be removed within a reasonable period of time after conclusion of the engagement. As such, you should download the files provided for your records.

Mr. Thomas Zuber is the engagement partner for the services specified in this letter. His responsibilities include supervising of Mengel Metzger Barr & Co., LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the engagement will not exceed \$8,995.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of five years from the date of our report.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,
Mengel Metzger Barr & Co., LLP



Thomas Zuber

This letter correctly sets forth our understanding.

Sign: _____ Title: _____