



INCORPORATED VILLAGE OF MUTTONTOWN

One 'Raz' Tafuro Way
Muttontown New York 11791
516-364-3476

Dr. James Liguori
Mayor

Joseph Russo
Acting Clerk

May 10, 2019

Office of the New York State Comptroller
Local Government and School Accountability
Hauppauge Regional Office
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Thank you for your comments and recommendations noted in your Village of Muttontown Board Oversight Report of Examination – 2018M-251. Once again the Village Board would like to thank the diligence and professionalism of your auditors throughout this process.

The Village of Muttontown submits the following Corrective Action Plan (CAP).

- The Village Board agrees with the finding, that the Board did not audit or cause an audit of the financial records for 2014-15 through 2017-18. When first brought to the attention of the new Board, they directed the Acting Village Clerk to investigate further as to why these audits were not performed. That investigation concurs with the detailed description in your audit and the Board directed the Clerk to seek proposals from several auditing firms. These proposals will be reviewed by the Board and an auditing firm will be selected. The Village Board has used the financial information included in these proposals in the adopted 2019-2020 Village Budget.
- The Village Board agrees with the finding, that the Board did not audit individual claims before authorizing payment. The Board recognized this issue immediately upon assuming office in July 2019 and after the Acting Clerk was appointed, a new procedure was implemented. Each claim has a warrant sheet attached to the invoice with required backup documentation, the entire board reviews and initials each claim. Once a majority of the Village Board has approved a claim that claim is added to the warrant summary sheet to be approved at the next Village Board Meeting. The warrant summary sheet is presented to the Board days before the Village Board Meeting for further review and if approved at that meeting, all claims are then paid. The Village board after receiving several proposals has selected a new software vendor for Accounting and Tax collection functions. This software system had a go live date of April 1st 2019 and will be fully operational for the 2019-2020 fiscal year.



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- The Village Board agrees with the finding, that the Board did not follow its procurement policy when selecting professional services and did not periodically seek competition for those services. While the Board is not required to issue an RFP to hire its attorneys, engineers, assessor, or auditor, this Board has and will continue to seek an RFP for such professional services. Invoices for professional services are now compared to the respective rate provided in the RFP before warrant submission. The Village Board will endeavor to always adhere to the Village's procurement policy. The new software system will maintain copies of proposals ensuring compliance with the Village's procurement policy.
- The Village Board agrees with the finding, that the Board did not comply with New York State Village Law, Section 5-506 (Village Law) when presenting the budgets for 2015-16 through 2017-18. The Village Board ensured compliance with NYS Village Law when it presented the tentative budget for 2019-20 at the public hearing on April 10th 2019. It ensured the tentative budget included: a schedule of actual revenues and expenditures for the last completed fiscal year, a schedule of current year appropriations and estimated revenues reflecting any modifications, recommendation of appropriations and estimated revenue for the ensuing year, a schedule of fund balance estimated to be available at the close of the current fiscal year, computation of the amount to be levied on real estate and a schedule of wages and salaries. This board will continue to follow this new procedure for future budget presentations.

Regards,


James Liguori
Mayor