

TOWN OF BOVINA
P.O. Box 6
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Supervisor
Tina B. Molé

Town Clerk/Collector
Catherine Hewitt

April 16, 2020

Office of the State Comptroller
Division of Local Government & School Accountability
PSU – CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

Re: Town of Bovina
Report of Examination 2019M-200

Dear Sir/Madam:

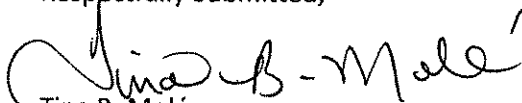
Please consider this letter as an official written Corrective Action Plan (CAP) with respect to your findings and recommendations outlined in the aforementioned Report of Examination.

In accordance with the recommendations provided in the Report, the following has been accomplished:

- The annual update documents (AUDs) for the years 2017 and 2018 have been completed, filed and accepted by the State.
- The AUD for the year 2019 has been completed, filed and awaiting acceptance by the State.
- All financial transactions are recorded in the accounting software system.
- Bank statements are reconciled monthly with the accounting software program.
- The Town Supervisor and Board are provided monthly with a Cash Balance Report which provides the revenues and expenditures for the month. The Report agrees with the reconciled monthly bank statements and the accounting software program.
- The Town Supervisor and Board are provided monthly with the Budget vs. Actual Report which provides the year-to-date revenues, expenditures, the dollar difference between actual vs. budget and the percentage of the budget remaining.

It is the intent of the Town to ensure that all financial records and reports are properly maintained, completed and filed in a timely manner pursuant to the guidelines established by General Municipal Law and the State Comptroller's Office.

Respectfully Submitted,


Tina B. Molé

Town of Bovina Supervisor