Village of Menands, New York

Communication to Those Charged With Governance
May 31, 2024

October 30, 2025

Mayor and Board of Trustees
Village of Menands, New York
280 Broadway
Menands, New York 12204

Dear Mayor and Members of the Board:

We are pleased to present this report related to our audit of the basic financial statements of the Village of Menands, New York (Village) as of and for the year ended May 31, 2024. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Village's financial reporting process.

This report is intended solely for the information and use of the Mayor, Board of Trustees, and management, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the Village.

Very truly yours,

BST & Co. CPAs, LLP

Brendan K. Kennedy

Brendan K. Kennedy, Partner

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REQUIRED COMMUNICATIONS

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Our Responsibilities With Regard to the Financial Statement Audit

Our responsibilities under auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated April 19, 2024. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of, and planned audit response to, significant risks of material misstatement.

Accounting Policies and Practices

Preferability of Accounting Policies and Practices

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Adoption of, or Change in, Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Village. The Village did not adopt or change any significant accounting policies.

Significant or Unusual Transactions

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Management's Judgments and Accounting Estimates

Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the Summary of Significant Accounting Estimates.

Audit Adjustments and Uncorrected Misstatements

Audit adjustments, other than those that are clearly trivial, proposed by us and recorded by the Village are shown in the list of Recorded Audit Adjustments.

Uncorrected misstatements are summarized in the attached list of Uncorrected Misstatements. Uncorrected misstatements or matters underlying these uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if we have concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

Observations About the Audit Process

Disagreements With Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

Consultations With Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed With Management

No significant issues arising from the audit were discussed with or the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

There was a significant amount of out scope time incurred related to accounting assistance over the Village's accounting records, which resulted in a significant number of accounting entries required as part to properly state the Village accounting records. The condition of the Village's accounting records resulted in significant delays of our auditor's report.

Significant Written Communications Between Management and Our Firm

Copies of material written communications between our firm and the management of the Village, including the representation letter provided to us by management, are attached as Exhibit B.

SIGNIFICANT ACCOUNTING ESTIMATES

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses its knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to compute and record these accounting estimates. The following describes the significant accounting estimates reflected in the Village's May 31, 2024 financial statements:

Significant Accounting Estimates	
Other Postemployment Benefits Liability	
Accounting Policy	To recognize the Village's portion of the liability in long-term liabilities.
Management's Estimation Process	The estimate is developed by an actuarial firm using assumptions applied to census and plan information provided to them by the Village.
Net Pension Liability	
Accounting Policy	The Village recognizes its proportionate share of the New York State and Local Employees' Retirement System net pension liability, and the related deferred inflows and outflows of resources.
Management's Estimation Process	The Village's net pension liability is estimated by the New York State Office of the State Comptroller using census data supplied by participating employers and various actuarial assumptions, including but not limited to, rate of return, mortality, and inflation. The Village's proportionate percentage of the liability is determined on an annual basis.

We have evaluated management's significant accounting estimates noted above as part of our audit and concluded that management's estimates and the estimation process appear reasonable in the context of the financial statements taken as a whole.

UNCORRECTED MISSTATEMENTS

We identified the following uncorrected misstatements that management has concluded are not, individually or in the aggregate, material to the financial statements. We agree with management's conclusion in that regard.

	Debit (Credit)				
Description	Assets	Liabilities	Net Position	Revenue	Expenses
General Fund					
Due to Employee Retirement System	$ -	$ -	$ 7,063	$ -	$ (7,063)
Projected understatement of liabilities	-	(43,863)	-		43,863
Sewer Fund					
Due to Employee Retirement System	-	-	6,779	-	(6,779)
Capital Projects Fund					
Due to Employee Retirement System	-	-	6,779	-	(6,779)
Total impact to governmental activities	$ -	$ (43,863)	$ 20,621	$ -	$ 23,242

Exhibit A

Recorded Audit Adjustments

Menands, Village of (5/31/24)
Year End: May 31, 2024
Journal Entries: Adjusting
Date: 6/1/2023 To 5/31/2024

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	**Reviewed by 2**	**Reviewed by 3**

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
101	5/31/2024	CASH - Developer Escrow	10.3 GF01			30,467.00			
101	5/31/2024	Developer Escrow Payable	85.2 GF01				30,467.00		
101	5/31/2024	TEMPORARY INVESTMENTS	F450 SRF01			32.00			
101	5/31/2024	INTEREST & EARNINGS	F2401 SRF01				32.00		
101	5/31/2024	Service Mens Flag Account	A.205.000 GF01				2,355.00		
101	5/31/2024	Service Mens Flag Account	A.205.000 GF01			175.00			
101	5/31/2024	100th Anniversary Account	A.206.000 GF01				6,012.00		
101	5/31/2024	GENERAL EQUIPMENT SAVINGS	A.231.000 GF01				38.00		
101	5/31/2024	FIRE EQUIPMENT SAVINGS	A.232.000 GF01			46.00			
101	5/31/2024	ASSET FORFEITURE ACCOUNT	A.233.000 GF01			16.00			
101	5/31/2024	VEHICLE SAVING ACCOUNT	A.234.000 GF01				69.00		
101	5/31/2024	Park Improvement Acct	A.235.000 GF01			221.00			
101	5/31/2024	ARPA FUNDS	A.236.000 GF01				60,300.00		
101	5/31/2024	OTHER LIABILITIES	A.688.000 GF01			174,303.00			
101	5/31/2024	COMPUTER & SOFTWARE	A.1325.201 GF01			60,300.00			
101	5/31/2024	MISCELLANEOUS	A.1325.404 GF01			69.00			
101	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01				221.00		
101	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01				46.00		
101	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01				16.00		
101	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01			38.00			
101	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01				175.00		
101	5/31/2024	OTHER UNCLASSIFIED REVENUE	A.2770.000 GF01			589.00			
101	5/31/2024	Other Genl Govt Aid	A.4089.000 GF01				174,303.00		
101	5/31/2024	CELEBRATIONS	A.7550.400 GF01			6,012.00			
101	5/31/2024	CELEBRATIONS	A.7550.400 GF01			756.00			
101	5/31/2024	CONTRACTUAL	A.8510.400 GF01			1,010.00			
		to record activity not posted to GL- cash accts from PBC TB to bk smt; reclass misposting of int earned to Park Improve; recognize ARPA money spent							
102	5/31/2024	CASH	A.200.000 GF01			320,432.00			
102	5/31/2024	CASH-PARK FUND	A.200.100 GF01						
102	5/31/2024	Park Improvement Fund	A.203.000 GF01			66,041.00			
102	5/31/2024	Service Mens Flag Account	A.205.000 GF01			2,180.00			
102	5/31/2024	100th Anniversary Account	A.206.000 GF01			15,000.00			
102	5/31/2024	Cash (Payroll)	A.207.000 GF01			51,436.00			
102	5/31/2024	GENERAL EQUIPMENT SAVINGS	A.231.000 GF01			38.00			
102	5/31/2024	FIRE EQUIPMENT SAVINGS	A.232.000 GF01				33.00		
102	5/31/2024	ASSET FORFEITURE ACCOUNT	A.233.000 GF01			57,683.00			
102	5/31/2024	VEHICLE SAVING ACCOUNT	A.234.000 GF01				31.00		
102	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01			288,556.00			
102	5/31/2024	REASSESSED WATER RECIEV.	A.370.000 GF01			850,529.00			
102	5/31/2024	DUE FROM OTHER FUNDS	A.391.000 GF01			5,933.00			

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	**Reviewed by 2**	**Reviewed by 3**

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
102	5/31/2024	ESTIMATED REVENUES	A.510.000 GF01				1,513,035.00		
102	5/31/2024	FUND BALANCE	A.599.000 GF01				189,700.00		
102	5/31/2024	ACCRUED LIABILITIES	A.601.000 GF01				10,000.00		
102	5/31/2024	DUE TO OTHER FUNDS	A.630.000 GF01			1,000.00			
102	5/31/2024	DUE TO EMPL. RETIRE SYS.	A.637.000 GF01				31,097.00		
102	5/31/2024	OTHER LIABILITIES	A.688.000 GF01			78,134.00			
102	5/31/2024	OVERPYMT & COLL IN ADVANCE	A.690.000 GF01				322,529.00		
102	5/31/2024	OVERPYMT & COLL IN ADVANCE	A.690.000 GF01			16,276.00			
102	5/31/2024	APPROPRIATED RESERVES - EQUIP	A.889.000 GF01				226,643.00		
102	5/31/2024	APPROPRIATED RESERVES - EQUIP	A.889.000 GF01				152,876.00		
102	5/31/2024	FUND BAL/UNAPPROP	A.909.000 GF01				67,712.00		
102	5/31/2024	FUND BAL/UNAPPROP	A.909.000 GF01				1,139,846.00		
102	5/31/2024	FUND BAL/UNAPPROP	A.909.000 GF01			322,529.00			
102	5/31/2024	FUND BAL/APPROP.	A.910.000 GF01				125,000.00		
102	5/31/2024	APPROPRIATIONS	A.960.000 GF01			1,702,735.00			
		to adjust General conversion beg bals (5/31/23 roll fwd to Springbrook) - agreed Fund Bal unapp to 5/31/23 audited FS (lps)							
103	5/31/2024	CASH	F200 SRF01				594,961.00		
103	5/31/2024	WATER RENTS 1ST PRD	F350 SRF01			857,270.00			
103	5/31/2024	WATER RENTS (2ND PRD)	F351 SRF01			445,979.00			
103	5/31/2024	2ND PERIOD SEWER RENTS REC	F361 SRF01				264,725.00		
103	5/31/2024	DUE FROM OTHER FUNDS	F391 SRF01			263,725.00			
103	5/31/2024	TEMPORARY INVESTMENTS	F450 SRF01			189,990.00			
103	5/31/2024	ESTIMATED REVENUES	F510 SRF01			829,000.00			
103	5/31/2024	ESTIMATED REVENUES	F510 SRF01				1,424,200.00		
103	5/31/2024	FUND BALANCE	F599 SRF01			421,596.00			
103	5/31/2024	FUND BALANCE	F599 SRF01				48.00		
103	5/31/2024	ACCOUNTS PAYABLE	F600 SRF01			1,323.00			
103	5/31/2024	ACCRUED LIABILITIES	F601 SRF01				191,167.00		
103	5/31/2024	DUE TO OTHER FUNDS	F630 SRF01				1,000.00		
103	5/31/2024	DEFERRED WATER REVENUES	F691 SRF01				66,927.00		
103	5/31/2024	FUND BAL/UNAPPROP	F909 SRF01				640,507.00		
103	5/31/2024	APPROPRIATIONS	F960 SRF01				1,249,596.00		
103	5/31/2024	APPROPRIATIONS	F960 SRF01			1,424,248.00			
		to adjust Water conversion beg bals (5/31/23 rollfwd to Springbrook) - agreed Fund Bal unapp to 5/31/23 audited FS (lps)							
104	5/31/2024	CASH	G200 SRF02			351,863.00			

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	**Reviewed by 2**	**Reviewed by 3**

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
104	5/31/2024	SEWER RENTS RECEIVABLE	G360 SRF02			625,583.00			
104	5/31/2024	DUE FROM OTHER FUNDS	G391 SRF02			135,750.00			
104	5/31/2024	TEMPORARY INVESTMENTS	G450 SRF02			181,829.00			
104	5/31/2024	ESTIMATED REVENUES	G510 SRF02			233,500.00			
104	5/31/2024	FUND BALANCE	G599 SRF02				32,695.00		
104	5/31/2024	DEFERRED SEWER REVENUES	G692 SRF02				36,326.00		
104	5/31/2024	RESERVE FOR ENCUMBRANCES	G821 SRF02				325,000.00		
104	5/31/2024	FUND BAL/UNAPPROP	G909 SRF02				933,699.00		
104	5/31/2024	APPROPRIATIONS	G960 SRF02				200,805.00		
		to adjust Sewer conversion beg bals (5/31/23 rollfwd to Springbrook) - agreed Fund Bal unapp to 5/31/23 audited FS (lps)							
105	5/31/2024	CASH	F200 SRF01				5,509.00		
105	5/31/2024	CASH	F200 SRF01			366.00			
105	5/31/2024	ACCOUNTS PAYABLE	F600 SRF01			217,324.00			
105	5/31/2024	ACCOUNTS PAYABLE	F600 SRF01				222,377.00		
105	5/31/2024	ACCRUED LIABILITIES	F601 SRF01			5,509.00			
105	5/31/2024	ACCRUED LIABILITIES	F601 SRF01				366.00		
105	5/31/2024	DEFERRED WATER REVENUES	F691 SRF01			108,877.00			
105	5/31/2024	METERED WATER SALES	F2140 SRF01				108,877.00		
105	5/31/2024	PURCHASE OF WATER	F8320.434 SRF01				217,324.00		
105	5/31/2024	PURCHASE OF WATER	F8320.434 SRF01			222,377.00			
		to reverse 5/'23 water purchase exp, reverse 5/'23 payroll accrual against cash, record cy payroll accrual, reverse py def'd water revs (recog revs in '24); record 2nd water purch for ye'24 (lps)							
106	5/31/2024	CASH	G200 SRF02				534.00		
106	5/31/2024	CASH	G200 SRF02			4.00			
106	5/31/2024	ACCRUED LIABILITIES	G601 SRF02			534.00			
106	5/31/2024	ACCRUED LIABILITIES	G601 SRF02				4.00		
106	5/31/2024	CASH	A.200.000 GF01				88,777.00		
106	5/31/2024	CASH	A.200.000 GF01			11,133.00			
106	5/31/2024	ACCRUED LIABILITIES	A.601.000 GF01			88,777.00			
106	5/31/2024	ACCRUED LIABILITIES	A.601.000 GF01		payroll accrual		11,133.00		
		to reverse prior yr payroll accruals, and record cy payroll accruals against Cash (lps)							
107	5/31/2024	CASH	G200 SRF02				177,039.00		
107	5/31/2024	TEMPORARY INVESTMENTS	G450 SRF02			1,042.00			
107	5/31/2024	TEMPORARY INVESTMENTS	G450 SRF02			2,642.00			

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	**Reviewed by 2**	**Reviewed by 3**

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
107	5/31/2024	TEMPORARY INVESTMENTS	G450 SRF02			177,039.00			
107	5/31/2024	INTEREST & EARNINGS	G2401 SRF02				1,042.00		
107	5/31/2024	INTEREST & EARNINGS	G2401 SRF02				2,642.00		
		to record '23/'24 Sewer Savings activity: Keybk to Greene plus NYClass: all in G450 on GL (lps)							
108	5/31/2024	Due from State and Federal gov't	G410 SRF02			2,947.00			
108	5/31/2024	MISC. REVENUE	G2770 SRF02			285,618.00			
108	5/31/2024	State Aid Sewer Capital Projects	G3990 SRF02				2,947.00		
108	5/31/2024	State Aid Sewer Capital Projects	G3990 SRF02				185,164.00		
108	5/31/2024	State Aid Sewer Capital Projects	G3990 SRF02				285,618.00		
108	5/31/2024	ENGINEERING	G8120.453 SRF02			185,164.00			
		to reclass EFC Grant money received in fye '24, and grant money applied for in '24, received in June '24 (fye'25)(receivable) (lps)							
109	5/31/2024	CASH	F200 SRF01			8,327.00			
109	5/31/2024	CASH	F200 SRF01				26,606.00		
109	5/31/2024	CASH	G200 SRF02				3,126.00		
109	5/31/2024	BONDS PRINCIPAL	F9710.6 SRF01				8,327.00		
109	5/31/2024	BONDS INTEREST	F9710.7 SRF01			26,606.00			
109	5/31/2024	CASH	A.200.000 GF01				3,468.00		
109	5/31/2024	BOND PRINCIPAL	G9710.600 SRF02				535.00		
109	5/31/2024	BOND INTEREST	G9710.700 SRF02			3,661.00			
109	5/31/2024	BONDS - PRINCIPAL	A.9710.600 GF01				1,340.00		
109	5/31/2024	BOND INTEREST	A.9710.700 GF01			4,808.00			
		to correct bond allocations pd - incorrect $ amt posted to all 3 major Funds (Prin wire $130,000, $135,000 posted) (lps)							
110	5/31/2024	CASH	A.200.000 GF01				223,342.00		
110	5/31/2024	CASH	A.200.000 GF01			70,776.00			
110	5/31/2024	Cash in Time Deposits	A.201.000 GF01				292.00		
110	5/31/2024	Cash in Time Deposits	A.201.000 GF01				75.00		
110	5/31/2024	TEMPORARY INVESTMENTS (General Svgs)	A.450.000 GF01			292.00			
110	5/31/2024	TEMPORARY INVESTMENTS (General Svgs)	A.450.000 GF01			223,342.00			
110	5/31/2024	TEMPORARY INVESTMENTS (General Svgs)	A.450.000 GF01			75.00			
110	5/31/2024	TEMPORARY INVESTMENTS (General Svgs)	A.450.000 GF01				70,776.00		
		to properly record A450 svgs activity -transfers & interest earned (lps)							

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	Reviewed by 2	Reviewed by 3

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
111	5/31/2024	Due from State & Fed gov't	F410 SRF01			317,429.00			
111	5/31/2024	OTHER UNCLASSIFIED REVENUE	F2770 SRF01			222,458.00			
111	5/31/2024	State Aid Water Capital Projects	F3991 SRF01				317,429.00		
111	5/31/2024	State Aid Water Capital Projects	F3991 SRF01				162,242.00		
111	5/31/2024	State Aid Water Capital Projects	F3991 SRF01				222,458.00		
111	5/31/2024	ENGINEERING	F8310.453 SRF01		reclass Grant money	162,242.00			
		reclass EFC Grant money received '24, grants reimb applied for in '24, received Jun'24 (fye'25) (receivable) (lps)							
112	5/31/2024	DEFERRED SEWER REVENUES	G692 SRF02			38,950.00			
112	5/31/2024	SEWER RENTS	G2120 SRF02				38,950.00		
		to adjust prior yr accruals to rev/expenses at 5/31/24 (lps)							
113	5/31/2024	WATER RENTS 1ST PRD	F350 SRF01				60,951.00		
113	5/31/2024	DUE FROM OTHER FUNDS	F391 SRF01		6/1 Tx Warrant F-relvy	60,951.00			
113	5/31/2024	SEWER RENTS RECEIVABLE	G360 SRF02				23,968.00		
113	5/31/2024	DUE FROM OTHER FUNDS	G391 SRF02			23,968.00			
		to properly record Water & Sewer relevies in 6/1/23 Tax Warrant (lps)							
114	5/31/2024	DUE TO OTHER FUNDS	A.630.000 GF01		Water relevy		60,951.00		
114	5/31/2024	DUE TO OTHER FUNDS	A.630.000 GF01		Sewer relevy		23,968.00		
114	5/31/2024	REAL PROPERTY TAXES	A.1001.000 GF01		F,G relevies admin fee	91,469.00			
114	5/31/2024	SPECIAL ASSESSMENTS	A.1030.000 GF01				6,550.00		
		to properly record Income Tax revenue less Admin fees, less Water & Sewer relevies (lps)							
115	5/31/2024	Due from other governments	A.440.000 GF01			116,910.00			
115	5/31/2024	CONSOLIDATED HIGHWAY AID	A.3501.000 GF01				116,910.00		
		Record CHIPS receipt Jun'24 for Nov'23 CHIPS expense as a Receivable @5/31/24 (lps) CLIENT TO REVERSE 6/1/24							
116	5/31/2024	MISCELLANEOUS	A.3410.404 GF01			5,068.00			
116	5/31/2024	SERVICE AWARD PROGRAM	A.9025.809 GF01				5,068.00		
		to move fees related to LOSAP program to exp acct, and out of Contrib to LOSAP ee benefit acct (lps)							

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	**Reviewed by 2**	**Reviewed by 3**

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
117	5/31/2024	POLICE FEES	A.1520.000 GF01				72,000.00		
117	5/31/2024	SALES OF EQUIP/MTR,GRIND	A.2665.000 GF01				15,000.00		
117	5/31/2024	SALES OF EQUIP/MTR,GRIND	A.2665.000 GF01			5,301.00			
117	5/31/2024	INSURANCE RECOVERIES	A.2680.000 GF01				5,301.00		
117	5/31/2024	OTHER GEN GOVERNMENT AID	A.3089.000 GF01				7,743.00		
117	5/31/2024	FULL TIME/PATROLMAN	A.3120.103 GF01			72,000.00			
117	5/31/2024	EQUIPMENT/MISC.	A.3410.208 GF01			15,000.00			
117	5/31/2024	EQUIPMENT/MISC.	A.3410.208 GF01			94,933.00			
117	5/31/2024	Other Genl Govt Aid	A.4089.000 GF01				94,933.00		
117	5/31/2024	PAVING AND BLACKTOP	A.5110.438 GF01			7,743.00			
		to reclass General Fund revenue receipts out of expenses for proper presentation (lps)							
118	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01			91,469.00			
118	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01				80,449.00		
118	5/31/2024	REASSESSED WATER RECIEV.	A.370.000 GF01				91,469.00		
118	5/31/2024	REASSESSED WATER RECIEV.	A.370.000 GF01			80,449.00			
		to move 6/1/23 reass water/sewer recc to Taxes Rec & pmts made in '23/'24 (lps)							
119	5/31/2024	CASH	A.200.000 GF01				212,008.00		
119	5/31/2024	CASH	A.200.000 GF01				54,727.00		
119	5/31/2024	GENERAL EQUIPMENT SAVINGS	A.231.000 GF01			54,727.00			
119	5/31/2024	Service Award Program Assets	A.461.000 GF01			212,008.00			
									Factual
120	5/31/2024	State Asset Forfeiture Account	A.233.001 GF01			6,115.00			
120	5/31/2024	Police Holding Account	A.233.002 GF01			2,594.00			
120	5/31/2024	Rapid Deployment Team	A.233.003 GF01			3,366.00			
120	5/31/2024	Health Retirement Account	A.233.004 GF01			7,877.00			
120	5/31/2024	Health Retirement Account Liability	A.688.001 GF01				7,887.00		
120	5/31/2024	FUND BAL/UNAPPROP	A.909.000 GF01				12,065.00		
									Factual
121	5/31/2024	Due to ERS	G637.000 SRF02				8,095.00		
121	5/31/2024	DUE TO EMPL. RETIRE SYS.	A.637.000 GF01				10,368.00		
121	5/31/2024	Due to ERS	F.637.000 SRF01				8,095.00		
121	5/31/2024	STATE RETIREMENT	F9010.801 SRF01			8,095.00			
121	5/31/2024	STATE RETIREMENT	G9010.801 SRF02			8,095.00			

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	Reviewed by 2	Reviewed by 3

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
121	5/31/2024	POLICE RETIREMENT	A.9015.802 GF01			10,368.00			
									Factual
123	5/31/2024	ACCOUNTS PAYABLE	A.600.000 GF01	6100			34,022.00		
123	5/31/2024	EQUIPMENT	A.1110.200 GF01	6100		11,500.00			
123	5/31/2024	CONTR. EXP./ENGINEER	A.1440.400 GF01	6100		22,522.00			
									Factual
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01			148,503.00			
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01				323,333.00		
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01				20,540.00		
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01				36,129.00		
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01				34,825.00		
125	5/31/2024	CURRENT TAXES RECEIVABLE	A.250.000 GF01			4,993.00			
125	5/31/2024	OVERPYMT & COLL IN ADVANCE	A.690.000 GF01				4,755.00		
125	5/31/2024	OVERPYMT & COLL IN ADVANCE	A.690.000 GF01			40,118.00			
125	5/31/2024	COUNTY SALES TAX	A.1120.000 GF01			323,333.00			
125	5/31/2024	COUNTY SALES TAX	A.1120.000 GF01				117,905.00		
125	5/31/2024	FRANCHISES	A.1170.000 GF01			20,540.00			
125	5/31/2024	FINES & FORFEITED BAIL	A.2610.000 GF01						
									Factual
126	5/31/2024	Accounts receivable	A.380.000 GF01			25,640.00			
126	5/31/2024	Accounts receivable	A.380.000 GF01			18,480.00			
126	5/31/2024	Due from other governments	A.440.000 GF01			363,505.00			
126	5/31/2024	COUNTY SALES TAX	A.1120.000 GF01				334,528.00		
126	5/31/2024	FRANCHISES	A.1170.000 GF01				18,480.00		
126	5/31/2024	FINES & FORFEITED BAIL	A.2610.000 GF01				25,640.00		
126	5/31/2024	MORTGAGE TAX	A.3005.000 GF01				28,977.00		
									Factual
127	5/31/2024	Land	K101 G34G	1700		2,157,644.00			
127	5/31/2024	Buildings	K102 G34G	1700		1,157,240.00			
127	5/31/2024	Machinary and Equipment	K104 G34G	1700		6,739,086.00			
127	5/31/2024	Accumulated Depreciation - Buildings	K112 G34G	1700			829,072.00		
127	5/31/2024	Accumulated Depreciation - Machinery and Equ	K114 G34G	1700			4,962,694.00		
127	5/31/2024	Investment in Capital Assets	K200 G34G	1700			4,262,204.00		
		Record 2023 Capital Assets							

Prepared by 1	Prepared by 2	Prepared by 3
BKK 10/20/2025		
Reviewed by 1	Reviewed by 2	Reviewed by 3

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
128	5/31/2024	WATER RENTS 1ST PRD	F350 SRF01				58,698.00		
128	5/31/2024	WATER RENTS (2ND PRD)	F351 SRF01				732,396.00		
128	5/31/2024	Unbilled receivables	F383 SRF01			645,498.00			
128	5/31/2024	SEWER RENTS RECEIVABLE	G360 SRF02				288,215.00		
128	5/31/2024	Unbilled Sewer Receivables	G383 SRF02			255,874.00			
128	5/31/2024	METERED WATER SALES	F2140 SRF01			145,596.00			
128	5/31/2024	SEWER RENTS	G2120 SRF02			32,341.00			
									Factual
130	5/31/2024	DUE TO OTHER FUNDS	A.630.000 GF01				1.00		
130	5/31/2024	INTEREST & EARNINGS	A.2401.000 GF01			1.00			
						25,493,431.00	**25,493,431.00**		

Net Income (Loss) **177,507.00**

Exhibit B

Significant Written Communications Between Management and Our Firm

Representation Letter

10/30/2025

BST & Co. CPAs, LLP
10 British American Blvd
Latham, NY 12110

This representation letter is provided in connection with your audit of the basic financial statements of the Village of Menands, New York (Village) as of and for the year ended May 31, 2024 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of 10/30/2025:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 19, 2024, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.

2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.

5. Related-party transactions have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

6. All funds that meet the quantitative criteria in Government Accounting Standards Board (GASB) Statement No. 34; *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments,* as amended, and No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an amendment of GASB Statements No. 21 and No. 34*, for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

7. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.

8. The Village followed either its established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or followed paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes.

9. The financial statements include all fiduciary activities required by GASB Statement No. 84, *Fiduciary Activities*, as amended.

10. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.

11. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

12. Management has followed applicable laws and regulations in adopting, approving and amending budgets.

13. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.

14. Provisions for uncollectible receivables have been properly identified and recorded.

15. Capital assets, including infrastructure, intangible assets, and right of use assets are properly capitalized, reported and, if applicable, depreciated.

16. The government properly separated information in debt disclosures related to direct borrowings and direct placements of debt from other debt and disclosed any unused lines of credit, collateral pledged to secure debt, terms in the debt agreements related to significant default or termination events with finance-related consequences and significant subjective acceleration clauses in accordance with GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*.

17. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

18. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

19. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

20. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

21. The Village's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and appropriately disclosed and that net position is properly recognized under the policy.

22. In the audit engagement letter dated April 19, 2024, we requested that you perform the following nonaudit services in connection with your audit:

a. Draft the financial statements

With respect to this service:

a. We have made all management decisions and performed all management functions;

b. We assigned an appropriate individual to oversee the service;

c. We evaluated the adequacy and results of the service performed, and made an informed judgment on the results of the services performed;

d. We have accepted responsibility for the results of the service; and

e. We have accepted responsibility for all significant judgments and decisions that were made.

23. We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.

24. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.

25. We have informed you of all uncorrected misstatements.

As of and for the year ended May 31, 2024, we believe that the effects of the uncorrected misstatements aggregated by you and summarized below are quantitatively and qualitatively immaterial, both individually and in the aggregate, to the basic financial statements. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

	Debit (Credit)				
Description	Assets	Liabilities	Net Position	Revenue	Expenses
General Fund					
Due to Employee Retirement System	$ -	$ -	$ 7,063	$ -	$ (7,063)
Projected understatement of liabilities	-	(43,863)	-		43,863
Sewer Fund					
Due to Employee Retirement System	-	-	6,779	-	(6,779)
Capital Projects Fund					
Due to Employee Retirement System	-	-	6,779	-	(6,779)
Total impact to Governmental Activities	$ -	$ (43,863)	$ 20,621	$ -	$ 23,242

Information Provided

26. We have provided you with:

a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation and other matters.

b. Additional information that you have requested from us for the purpose of the audit.

c. Unrestricted access to persons within the Village from whom you determined it necessary to obtain audit evidence.

d. Minutes of the meetings of the Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

27. All transactions have been recorded in the accounting records and are reflected in the basic financial statements.

28. We have disclosed to you the results of our assessment of risk that the basic financial statements may be materially misstated as a result of fraud.

29. We have no knowledge of allegations of fraud or suspected fraud affecting the Village's basic financial statements involving:

    a. Management.

    b. Employees who have significant roles in internal control.

    c. Others where the fraud could have a material effect on the basic financial statements.

30. We have no knowledge of any allegations of fraud or suspected fraud affecting the Village's basic financial statements received in communications from employees, former employees, analysts, regulators, or others.

31. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.

32. We are not aware of any pending or threatened litigation, claims or assessments; unasserted claims or assessments that are probable of assertion and must be disclosed in accordance with GASB Codification Section C50, *Claims and Judgments*; and other matters, including gain or loss contingencies, whose effects should be considered when preparing the financial statements.

33. We have disclosed to you the identity of all of the Village's related parties and all the related-party relationships and transactions of which we are aware.

34. We have informed you of all deficiencies in internal control over financial reporting, including significant deficiencies or material weaknesses, in the design or operation of internal controls that could adversely affect the Village's ability to record, process, summarize and report financial data.

35. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

36. We agree with the findings of the specialists in evaluating specialists in evaluating the postemployment benefits, net pension liability, and Length of Service Award Program (LOSAP) pension liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give instructions, or cause any instructions to be given, to the specialists with respect to the

values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

37. We believe that the actuarial assumptions and methods used by the actuary for funding purposes and for determining accumulated plan benefits are appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the actuary with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the plan's actuary.

38. We believe that the information obtained from the audited financial statements of the New York State Retirement System (System) and other participant information provided by the System is appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the plan or its auditor in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the plan or its auditor.

39. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

40. With respect to Schedule of Other Postemployment Benefits Liability, Schedule of Proportionate Share of the Net Pension Liability/Asset, Schedule of Pension Contributions, and Schedule of Changes in LOSAP Pension Liability presented as required by GASB to supplement the basic financial statements:

    a. We acknowledge our responsibility for the presentation of such required supplementary information.

    b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.

    c. The methods of measurement or presentation have not changed from those used in the prior period.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

41. Is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

42. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the Village.

43. Is not aware of any instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.

44. Is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

45. Acknowledges its responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

46. Has taken timely and appropriate steps to remedy identified or suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports.

47. Has a process to track the status of audit findings and recommendations.

48. Has identified for the auditor previous audits, attestation engagements and other studies related to the objectives of the audit and whether related recommendations have been implemented

49. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.

50. Has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report.

Village of Menands, New York

Brian Marsh,
Mayor

Mary Vredenburg,
Treasurer / Deputy Clerk