

Account#	Account Description	Fee Description	Qty	Local Share
A1255	MISC. FEES	Certified - Death	17	170.00
			<b>Sub-Total:</b>	<b>\$170.00</b>
A2544	After expiration date	After expiration date	1	5.00
	Dog Licensing	Female, Spayed	3	18.00
		Male, Neutered	4	24.00
		Male, Unneutered	2	24.00
			<b>Sub-Total:</b>	<b>\$71.00</b>
B2402	Town Clerk	Planning Board Fees	3	30.00
			<b>Sub-Total:</b>	<b>\$30.00</b>

**Total Local Shares Remitted: \$271.00**

Amount paid to: NYS Ag. & Markets for spay/neuter program 13.00

**Total State, County & Local Revenues: \$284.00**

**Total Non-Local Revenues: \$13.00**

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jacqueline Foster, Town Clerk, Town of Butteretts during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

*Barbara Foster* 2/3/23  
Supervisor Date

*Jacqueline Foster*  
Town Clerk

02-02-2023  
Date

**TOWN OF BUTTERNUTS**  
**TOWN COURT**

P.O. BOX 26  
GILBERTSVILLE, NY 13776  
607-783-2758  
FAX 607-240-5063

February 6, 2023

Dear Board Members and Supervisor:

Enclosed please find my monthly check for Fines and Surcharges, along with my cashbook report.

I have forwarded to Bruce contact information I received for a company in Oneonta that should be able to take a look at our security cameras. They also provide other services.

I have my annual audit scheduled for Tuesday, February 7, 2023, with Paul Irwin. I am sure we will both report to you next month on the results.

Stay safe and warm this winter!

Sincerely,



Claudette Y. Newman  
Butternuts Town Justice

encls.



2/8/23 Buildings and grounds report

Truck garage lighting, still working on it.

Fuel procedure sign is being completed.

The sign letters for the Highway Complex are at Hunt Montgomery and are being readied for mounting to the building when the weather permits.

Quotes for the remedial work on the condensation problem in the truck garage are being received in accordance with the procurement policy. The quotes may be sent to the Board via email.

The fill pipe, vent pipe and emergency shut off have been installed on the fuel depot at the highway department.

The old fuel depot behind the municipal building has been disconnected.

*Started the bld. Electric discussion*

Town of Butternuts  
Dog Control Officer Report

For service period 7 January through 3 February 2023

Date	Time	Mileage	Name & Nature of call
1-11 through 1-15	3.9	42.1	Fallon/Raymond - dog at large
1-29	0.1	0.0	Nichols - dog at large
2-3	0.5	0.0	DCO paperwork

Totals - 4.5 hr 42.1 miles

Respectfully submitted by,



Scot Lueck, DCO

Town of Butternuts  
Monthly Assessor's Report

Date January

Number of tax payers visited in office |||||

Number of properties visited \_\_\_\_\_

Number of cards and assessments updated |||||

Correspondence received regarding town taxes |||

Complaints mitigated 1

Out of office work completed \_\_\_\_\_

Total increase or Decrease in town tax valuation \_\_\_\_\_

Training updates available \_\_\_\_\_

Additional hours of training completed \_\_\_\_\_

Signed \_\_\_\_\_

## CORRECTIONS & ADJUSTMENTS FOR FINANCIAL REPORTS 2022

This letter clarifies two corrections that are necessary to reconcile the financial reports for the year of 2022. Two errors were detected which caused several accounts to be incorrect.

The two accounts are :

- 1) A5132.4 Town Garage
- 2) Justice Court entry system that ordinarily does not show up on monthly or annual reports since it is a "pass through" account mandated and overseen by the NYS Comptroller.

Error # 1 was an incorrect data entry made on January 10, 2022 that did not show up until November of 2022. The mistake is described as entering the wrong "abstract" in the system. The abstract records the month that entry was made. January is abstract # 1. February is abstract # 2, and so on until we get to December which is abstract # 12.

On January 10 ,2022 a vendor was paid \$42.01 for supplies for the Town garage – code A5132.4

However the abstract was entered incorrectly and was put in abstract # 11 (November) instead of abstract # 1 (January). Therefore this error would not show up until the records for November were printed and an additional balance of \$42.01 showed up.

The error of entering abstract 11 instead of abstract 1 was one extra keystroke. I have corrected this and recorded the transaction back where it belongs, in January. This would necessitate re- printing the entire year's financial records, so I am submitting this letter for clarification of this matter instead.

Error # 2 involves the NYS Unified Court System accounting that is overseen by Office of the State Comptroller. Every month there are three transactions that occur between the Town Justice, the Town Supervisor and the NYS Comptroller. This has to do with the local court giving the Supervisor a check for fines and fees. Supervisor is responsible for depositing this in our bank until he receives a notification from Comptroller of how much of this money to keep and how much to send to Comptroller's office for NY State to keep. There were some errors in reporting from our local justice, and the Comptroller that caused things to get out of balance. All has been corrected and reconciled, and all accounts are now in order. This error dates back to June 2022 and was not discovered and reconciled until November. Once again, I am writing this letter of clarification rather than re-print all financial reports for the last seven months of 2022.

If the Town Board wishes for me to re-print all financial records I will do so. I think this is a more prudent way to clarify, reconcile, and correct these two errors. I recommend that you keep this letter in your records as we close out 2022.

Respectfully submitted, Bruce Giuda / Supervisor

