



**MAMARONECK  
PUBLIC LIBRARY**

**MAMARONECK PUBLIC LIBRARY DISTRICT, NEW YORK**

**MEMORANDUM ON ACCOUNTING PROCEDURES  
AND INTERNAL CONTROLS**

**AS OF AND FOR THE YEAR ENDED  
MAY 31, 2024**



To the Board of Trustees of the  
Mamaroneck Public Library District, New York:

In planning and performing our audit of the financial statements of the Mamaroneck Public Library District, New York (the "Library") as of and for the year ended May 31, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider certain deficiencies in internal control to be material weaknesses, and as such, have labeled the deficiencies as material weaknesses within the accompanying memorandum where appropriate.

During our audit, we did not become aware of any additional matters that are opportunities for strengthening internal controls and operating efficiency. This memorandum presents information as to the status of prior year material weaknesses in internal control and other recommendations. This letter does not affect our report dated March 12, 2025 on the financial statements of the Library. Our recommendations, which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional studies of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of the Board of Trustees, Audit Committee, administration, others within the Library, and is not intended to be, and should not be, used by anyone other than these specified parties.

Hauppauge, New York  
March 12, 2025

*Nawrocki Smith LLP*

**MAMARONECK PUBLIC LIBRARY  
MEMORANDUM ON ACCOUNTING PROCEDURES  
AND INTERNAL CONTROLS  
FOR THE YEAR ENDED MAY 31, 2024**

---

**CURRENT YEAR RECOMMENDATIONS:**

None noted.

**PRIOR YEAR RECOMMENDATIONS:**

In connection with the prior years' audits of the Library, certain recommendations were reported. Reference is made to the letter dated July 10, 2024 for details on those observations and recommendations. The following presents an overview of these matters, as well as our understanding of their current status:

**1. Financial Accounting (\*Material Weakness)**

**Cash**

It was recommended that the following be implemented to ensure internal controls over cash may be enhanced:

- Bank reconciliations should be performed and reconciled to the general ledger consistently.
- A procedure should be established whereby long outstanding checks are reviewed, analyzed and adjusted monthly.
- A person other than the one preparing the reconciliations should receive the unopened bank statements, review for unusual items and initial the statements.
- A person (independent of the individual preparing the reconciliations) should review and approve bank reconciliations and document this procedure by signature and date.

During the current year's audit, we noted that this recommendation was implemented.

**Year-end accruals**

It was recommended that the Library develop policies and procedures to ensure that all necessary accruals be recorded in the general ledger on an accurate and consistent basis.

During the current year's audit, we noted that this recommendation was not implemented.

**Fixed assets**

It was recommended that the Library conduct a full physical inventory of its capital assets during the upcoming year. We also recommended that fixed asset supporting schedules be maintained on a current basis and be periodically reconciled to third party appraisals and annual activities through use of periodic physical inventories.

During the current year's audit, we noted that this recommendation was not implemented.

**MAMARONECK PUBLIC LIBRARY  
MEMORANDUM ON ACCOUNTING PROCEDURES  
AND INTERNAL CONTROLS (CONTINUED)  
FOR THE YEAR ENDED MAY 31, 2024**

---

**Fund balance activity**

It was recommended that the Library maintain a detailed analysis of fund balance during the year to include a beginning balance, all restricted/assigned increases and decreases, and the resulting ending balance for each activity which reconciles to the year-end general ledger accounts.

During the current year's audit, we noted that this recommendation was not implemented.

**2. Accounting Internal Controls (\*Material Weakness)**

**Adjusting journal entries**

It was recommended that efforts be made to ensure all requisite adjustments are recorded throughout the course of the year. We also recommended that the Library give consideration to retaining the services of an outside accountant with the requisite expertise to assist with accounting requirements in accordance with generally accepted accounting principles.

During the current year's audit, we noted that this recommendation was in the process of being implemented.

**General ledger reconciliations**

It was recommended that the Library implement policies and procedures to ensure subsidiary detail schedules are reconciled to the general ledger on a periodic basis (i.e. monthly or quarterly basis).

During the current year's audit, we noted that this recommendation was in the process of being implemented.

**Segregation of cash related duties – receipts**

It was recommended that consideration be given to re-assigning certain responsibilities to ensure the functions of receiving, depositing, reporting and reconciling cash receipts are appropriately segregated in relation to receipts.

During the current year's audit, we noted that this recommendation was implemented.

**Accounting Policies and Procedures manual**

It was recommended that a Manual be developed which documents the current accounting policies and procedures.

During the current year's audit, we noted that this recommendation was not implemented.

**MAMARONECK PUBLIC LIBRARY  
MEMORANDUM ON ACCOUNTING PROCEDURES  
AND INTERNAL CONTROLS (CONTINUED)  
FOR THE YEAR ENDED MAY 31, 2024**

---

**3. Journal entries review**

It was recommended that the Library use a standard form when proposing journal entries that require signatures for each level of review with all supporting documentation

During the current year's audit, we noted that this recommendation was in the process of being implemented.

**4. Formalized expense reimbursement policy**

It was recommended that the Library establish a formal employee expense reimbursement policy and implement use of a standardized form.

During the current year's audit, we noted that this recommendation was not implemented.

**5. Records retention policies and procedures**

It was recommended that the Library establish a formal, written policies and procedures as to the retention and maintenance of all financial and accounting records.

During the current year's audit, we noted that this recommendation was not implemented.

**6. Capitalization policy**

It was recommended that the Library develop a formal capitalization policy for fixed assets, right-of-use assets and subscription-based IT arrangements.

During the current year's audit, we noted that this recommendation was not implemented.

**7. Posting of Prior Year Journal Entries**

It was recommended that the prior year entries should have been reviewed and posted to verify the ending balances agree to the ending audited balances.

During the current year's audit, we noted that this recommendation was implemented.

**8. Checks Outstanding for More Than One Year**

It was recommended that the Library address these issues in accordance with Section 21 of General Municipal Law of New York State.

During the current year's audit, we noted that this recommendation was implemented.

**MAMARONECK PUBLIC LIBRARY  
MEMORANDUM ON ACCOUNTING PROCEDURES  
AND INTERNAL CONTROLS (CONTINUED)  
FOR THE YEAR ENDED MAY 31, 2024**

---

**9. Cutoff Accounting**

It was recommended that the Library review invoices after year end and post any necessary entries to ensure any unrecorded liabilities, receivables, and prepaid expenditures are accounted for.

During the current year's audit, we noted that this recommendation was not implemented.