

COUNTY OF SARATOGA  
County Jail and Commissary  
Independent Accountants' Report  
on Applying Agreed-Upon Procedures  
Compliance with New York Code of  
Rules and Regulations (NYCRR) Part 7016  
Year ended December 31, 2017

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Chairman and the Board of Supervisors  
and  
Sheriff Michael H. Zurlo  
Saratoga County Jail  
County of Saratoga, New York:

We have performed the procedures enumerated in the accompanying schedule of procedures, which were agreed to by the Chairman and the Board of Supervisors of the County of Saratoga, New York, to assist the County in evaluating its compliance with New York Code of Rules and Regulations (NYCRR) Part 7016 as of December 31, 2017. The Sheriff of the County of Saratoga, New York Jail is responsible for evaluating the compliance with New York Code of Rules and Regulations (NYCRR) Part 7016. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representations regarding the sufficiency of the procedures described in the accompanying schedule of procedures either for the purpose for which this report has been requested or for any other purpose.

The procedures and results are presented in the accompanying schedule.

The agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion, or conclusion, respectively, on County of Saratoga's compliance with New York Code of Rules and Regulations (NYCRR) Part 7016. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the New York State Commission of Corrections, the Board of Supervisors, and the Sheriff of the County of Saratoga, New York Jail, and is not intended to be and should not be used by anyone other than those specified parties.

*EFPR Group, CPAs, PLLC*

Williamsville, New York  
July 26, 2018

COUNTY OF SARATOGA  
County Jail and Commissary  
Schedule of Agreed-Upon Procedures  
Year ended December 31, 2017

The procedures for the year ended December 31, 2017 and the related results of those procedures are as follows:

1. We obtained the Saratoga County Jail's March, June, September and December 2017 bank statements and noted that a separate bank account was maintained for commissary and inmate operations. It is noted that the March inmate account bank reconciliation had differences between the bank statement and Keefe Accounting System. The reconciliation for June, September and December could not be located. Upon review of the year end inmate cash balance it was found that the total active and inactive inmate balances on record in the Keefe Accounting System totaled \$14,784.89, a \$49,788.99 variance in comparison to the \$64,573.88 December 2017 year end bank balance. We recommend establishing a new bank account that agrees to the control account on the Keefe System, leaving the old account to be investigated as to what may be the County's profits (must be used for inmate/jail improvements) and what would be considered abandoned property. In addition, we recommend the training on the Keefe Accounting System so that the Sheriff's clerical staff can improve its efficiency and perform the bank reconciliations to the Keefe System ledger. Management of the jail is in the process of implementing these recommendations.

<u>Month</u>	<u>Inmate Bank Balance</u>	<u>Keefe Balance</u>	<u>Difference</u>
March	\$55,257.74	52,617.54	2,640.20
June	\$59,846.88	N/A	N/A
September	\$71,251.72	N/A	N/A
December	\$64,573.88	N/A	N/A

2. For the four days listed below, we compared the amounts of the weekly lump sum transfers from the inmate account subledger to the commissary bank account and to the corresponding weekly totals for inmate purchases. No exceptions were noted.

<u>Date</u>	<u>Amount</u>
3/17/17	\$ 4,390.26
6/15/17	4,122.44
9/5/17	5,636.89
12/15/17	4,942.04

COUNTY OF SARATOGA  
County Jail and Commissary  
Schedule of Agreed-Upon Procedures, Continued

3. We compared the following daily postings to the inmate account subledger for commissary account purchases to corresponding signed commissary account/transaction forms. No exceptions were noted.

<u>Date</u>	<u>Amount</u>
3/21/17	\$ 25.59
6/6/17	32.32
9/26/17	11.20
12/5/17	94.61

4. We compared the amount of the following four disbursements for inmate welfare purchases selected from the check register to the corresponding amounts on supporting invoices and checks and verified proper authorization. No exceptions were noted.

<u>Check No.</u>	<u>Amount</u>
10900	\$ 110.66
10929	1,257.84
10964	347.50
10988	101.68

5. We obtained the County Jail's commissary monthly statements for March, June, September and December 2017. We verified the reconciling items to the supporting documentation for March without exception. Reconciliations for June, September, and December could not be located.
6. We inquired of management regarding the maintenance of inventory, noting that during 2017, the commissary maintained an immaterial amount of inventory. No perpetual inventory system was maintained.
7. We inquired of the functions of the employees assigned to commissary operations to ascertain if their duties were properly segregated. Responsibilities for the related tasks of ordering, receiving, delivery, recording, reconciling and paying for all commissary items are segregated as follows:

COUNTY OF SARATOGA  
County Jail and Commissary  
Schedule of Agreed-Upon Procedures, Continued

Effective June 2014 Keefe Commissary Network, LLC was contracted to provide ordering, purchasing and delivery to the County Jail and maintenance of prisoners' accounts. County Lieutenants are responsible for receiving the commissary items for distribution to the inmates. Cash receipts are made directly by inmates or their designee through KIOSK equipment or online, which is directly deposited into the inmates account. A separate employee is responsible for all disbursements. The commissary bookkeeper is responsible for payment of bills, issuing credits and preparing bank reconciliations. Correction officers are responsible for receiving all cash receipts at time of entry. As noted previously, bank reconciliations have not been prepared, as the deceased bookkeeper did not have time to adequately train the replacement clerks. We recommend training of the Keefe Accounting System be provided to the Sheriff's clerks.

8. We obtained the following four deposits to the inmate's fund and compared the amounts deposited to the inmate's individual receipt. Per review of the Cash Drawer Count Report, the balance listed on 12/15/17 for transfer was \$3,589.21. The amount transferred per the commissary bank account was \$3,589.26, a \$.05 variance.

<u>Date</u>	<u>Amount</u>
3/8/17	\$ 678.99
6/15/17	1,273.07
9/7/17	1,422.49
12/15/17	3,589.26

9. We obtained the following four receipts and traced the deposits to the inmate's ledger. The receipts were examined to ensure that they were signed by a Corrections Officer and the deposit was traced to the bank statement. No exceptions were noted.

<u>Date</u>	<u>Amount</u>
3/2/17	\$ 40.00
6/6/17	139.02
9/3/17	121.18
11/23/17	106.24

10. We noted the total inactive inmate funds maintained by the Keefe System as of November 30, 2017 with a balance of \$12,736.73. This is a large amount to be outstanding. We recommend that these inactive funds are investigated to determine the Sheriff's responsibility in accounting for these funds. There is directive #2791 of NYS Corrections and Community Supervision regarding "Abandoned Property" which can be used as guidance.