



April 26, 2024

To the Board of Directors  
Nassau County Land Bank Corporation

In planning and performing our audit of the financial statements of Nassau County Land Bank Corporation (the "Corporation") as of and for the year ended December 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Corporation'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 Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation'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. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatement due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we considered to be a 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 a 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.

During our audit, we also became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various governmental unit personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study 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 Directors, Audit Committee and management of the Corporation and is not intended to be, and should not be, used by anyone other than these specified parties, unless permission is granted.

Sincerely,

A handwritten signature in black ink that reads "Mayer Hoffman McCann CPAs".

Mayer Hoffman McCann CPAs  
The New York Practice of Mayer Hoffman McCann P.C.

**Mayer Hoffman McCann CPAs**  
**The New York Practice of Mayer Hoffman McCann P.C.**  
**An Independent CPA Firm**

685 Third Avenue  
New York, NY 10017

Phone: 212.503.8800  
[mhmcpa.com](http://mhmcpa.com)



**NASSAU COUNTY LAND BANK CORPORATION  
MANAGEMENT LETTER RECOMMENDATIONS  
RESULTING FROM THE DECEMBER 31, 2023 AUDIT**

**Exhibit I – Current Year New Observations and Recommendations**

**1. Year-End Close (Material Weakness)**

**Observation:** Our audit procedures discovered numerous instances where an adjusting entry was needed to be proposed in order to properly report the financial statements of the Corporation.

**Recommendation:** The Corporation should consider a documented review process of the year-end books and records which includes a review with the Corporation's executive director to ensure that all events, expenses, and related revenues are captured in the books and records.

**Management's response:** Management will work with our accounting provider to better close out the year-end accounting records.

**2. Due to Nassau County Balances**

**Observation:** During our audit, we identified that the year-end adjustment for the accrual for the Executive Director's salary had not been recorded.

**Recommendation:** The Corporation should adopt a process to periodically reconcile its balances due to Nassau County.

**Management's response:** Management will work with our accounting provider to better close out the year-end accounting records.

**3. Cash Disbursement Approvals**

**Observation:** During our review of the design and implementation of internal controls over cash disbursements, we identified that there had been no evidence of a secondary approval given by the Treasurer or Board during the Corporations monthly meetings.

**Recommendation:** The Corporation should develop a process for documenting the approvals that are given by the Treasurer or Board in the Corporations monthly meeting for cash disbursements.

**Management's response:** Management will set the policies and procedures internally to document the authorization for payments.

**\*END OF NEW OBSERVATIONS AND RECOMMENDATIONS\***

**Exhibit II – Prior Year Observations and Recommendations Requiring Further Action**

**4. Journal Entry Approval**

**2022 Observation:** During our review of the design and implementation of internal controls over journal entries, we did not see an indication of review by the Corporation's management. The entries reviewed were made correctly and by the Corporation's accountant.

**2022 Recommendation:** Management of the Corporation should be involved in the review of journal entries and other adjustments made to the Corporation's books and records.

**NASSAU COUNTY LAND BANK CORPORATION  
MANAGEMENT LETTER RECOMMENDATIONS  
RESULTING FROM THE DECEMBER 31, 2023 AUDIT**

**2022 Management's response:** Management will set the policies and procedures internally to document the authorization for journal entries.

**2023 Status:** While the Corporation has adopted a process of reviewing journal entries. During the audit, we were unable to validate that the approvals had occurred. We recommend that a process is adopted which documents that the approval over the corporation's journal entries have occurred. In addition, supporting documentation was not able to be provided to us for a few of the transactions within the journal entries tested.

**2023 Management's response:** Management will set the policies and procedures internally to document the authorization for journal entries.

**\*END OF PRIOR YEAR OBSERVATIONS AND RECOMMENDATIONS REQUIRING FURTHER ACTION\***

**Exhibit III – Prior Year Observations and Recommendations No Longer Requiring Action**

5. Debit Card
6. Bank Reconciliations
7. Timely Year-End Close
8. Cash Balances were not Reviewed Regularly for Concentration Risk

**\*END OF PRIOR YEAR OBSERVATIONS AND RECOMMENDATIONS NO LONGER REQUIRING FURTHER ACTION\***