

**VILLAGE OF WEBSTER  
MONROE COUNTY, NEW YORK**

**AGREED – UPON PROCEDURES  
DEFERRED COMPENSATION**

**For Year Ended December 31, 2022**



BUSINESS  
ADVISORS  
AND CPAS



BUSINESS  
ADVISORS  
AND CPAS

## **Independent Accountants' Report On Applying Agreed-Upon Procedures**

To the Honorable Board Of Trustees  
Village of Webster  
Monroe County, New York

We have performed the procedures enumerated below on the Deferred Compensation Plan of the Village of Webster, Monroe County, New York for compliance with the New York State Deferred Compensation Board's Rules and Regulations for the year ended December 31, 2022. The Village of Webster, Monroe County, New York's management is responsible for the Deferred Compensation Plan of the Village of Webster, Monroe County, New York for the year ended December 31, 2022

The Village of Webster, Monroe County, New York has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Board of Trustees with evaluating the compliance with the New York State Deferred Compensation Board's Rules and Regulations for the year ended December 31, 2022. Additionally, the New York State Deferred Compensation Board has agreed to and acknowledges that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Our procedures and findings are as follows:

### **Procedure #1:**

We traced the total Account Balance by Participant report provided by Lincoln Investment Planning, LLC (Lincoln), the administrative service agency of the Plan to the total Plan Assets by Investment provided by Lincoln, also the Plan trustee.

### **Findings #1 –**

No exceptions were found as a result of applying the procedure.

### **Procedure #2**

We compared individual participants deferrals reported on the employee census for agreement with the Contributions by Participant and Contribution Sources report provided by Lincoln.

### **Findings #2 –**

No exceptions were found as a result of applying the procedure.

### **Procedure #3:**

We selected a sample of participants and tested the following:

- a. Participant deferrals reported by the Plan sponsor, by individual participant and in the aggregate, for the Plan year agreed with the deferrals received by the trustee of the Plan for the Plan year.
- b. Participant deferrals for the Plan year were properly authorized and accurately remitted to the trustee of the Plan in accordance with the timing and other requirements of the Plan document.
- c. The Plan properly and separately accounted for pre-tax and, if applicable, designated Roth contributions deferred or contributed for the Plan year.
- d. Maximum contribution limitations and minimum required distribution requirements were properly implemented for the Plan year.
- e. Participant requests for lump sum and installment benefit distributions for the Plan year were properly authorized and processed in accordance with the Plan document and contractual provisions.
- f. Participant requests for unforeseeable emergency withdrawals during the Plan year were processed according to written procedures, properly authorized and properly documented.
- g. Participant requests for Plan loans during the Plan year were processed according to written procedures and were properly authorized and documented.
- h. Participant requests for deferral amount changes and asset allocation changes for the Plan year were processed accurately and in a timely manner in accordance with the Plan document and applicable contract provisions.
- i. Employees who were eligible during that Plan year to elect to participate in the Plan were provided with written notification of the Plan and enrollment opportunities.

### **Findings #3 –**

No exceptions were found as a result of applying the procedure.

### **Procedure #4:**

We verified all Plan-level and participant- level fees for the Plan year were disclosed to participants, were allocated in accordance with written procedures and on a uniform basis and were assessed solely to support operations of the Plan

### **Findings #4 –**

No exceptions were found as a result of applying the procedure.

We were engaged by the Village of Webster, Monroe County, New York to perform the agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards, established by the AICPA. 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 on the financial transactions for the year ended December 31, 2022. 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.

We are required to be independent of the Village of Webster, Monroe County, New York and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for information and use of the New York State Deferred Compensation Board and the Village of Webster Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

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We wish to express our appreciation to all Village personnel for the courtesies extended to us during the course of our examination.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
April 18, 2023