

Town of Easton, Connecticut

State Single Audit Report
Year Ended June 30, 2014

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Report Required by the State Single Audit Act

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**Report on Compliance for Each Major State Program; Report on Internal Control
Over Compliance; and Report on Schedule of Expenditures of State Financial
Assistance Required by the State Single Audit Act**

Independent Auditor's Report

To the Members of the Board of Finance
Town of Easton, Connecticut

Report on Compliance for Each Major State Program

We have audited the Town of Easton, Connecticut's (the "Town") compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the Town of Easton, Connecticut's major state programs for the year ended June 30, 2014. The Town of Easton, Connecticut's major state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town's major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Town of Easton, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of the Town's compliance.

Opinion on Each Major State Program

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Easton, Connecticut, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town of Easton, Connecticut's basic financial statements. We issued our report thereon dated February 25, 2015, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.



New Haven, Connecticut
February 25, 2015

Town of Easton, Connecticut

**Schedule of Expenditures of State Financial Assistance
For the Year Ended June 30, 2014**

State Grantor Pass-Through Grantor Program Title	State Grant Program CORE-CT Number	Expenditures
Department of Education		
Adult Education	11000-SDE64000-17030	\$ 182
Open Choice	11000-SDE64000-17053	46,599
Total Department of Education		<u>46,781</u>
Department of Energy and Environmental Protection		
Environmental Quality Fee	11000-DEP43970-12501	<u>53</u>
Judicial Branch		
Non-Budgeted Operating Appropriation	34001-JUD95162-40001	<u>2,800</u>
Connecticut State Library		
Grants to Public Libraries	11000-CSL66051-17003	1,208
Connecticard Payments	11000-CSL66051-17010	1,198
Historic Documents Preservation Grants	12060-CSL66094-35150	4,000
Total Connecticut State Library		<u>6,406</u>
Office of Policy and Management		
Payment in Lieu of Taxes (PILOT) on State-Owned Property	11000-OPM20600-17004	58,716
Reimbursement of Property Taxes - Disability Exemption	11000-OPM20600-17011	103
Property Tax Relief for Elderly and Totally Disabled Exemption	11000-OPM20600-17018	34,613
Property Tax Relief for Veterans	11000-OPM20600-17024	7,956
Local Capital Improvement Program	12050-OPM20600-40254	194,642
Total Office of Policy and Management		<u>296,030</u>
Department of Transportation		
Town Aid Road - STO	13033-DOT57000-43459	227,623
Bus Operations	12001-DOT57000-212175	19,995
Total Department of Transportation		<u>247,618</u>
Total State Financial Assistance Before Exempt Programs		<u>599,688</u>

(Continued)

Town of Easton, Connecticut

Schedule of Expenditures of State Financial Assistance (Continued)
For the Year Ended June 30, 2014

State Grantor Pass-Through Grantor Program Title	State Grant Program CORE-CT Number	Expenditures
Exempt Programs		
Office of Policy and Management		
Mashantucket Pequot and Mohegan Fund Grant	12009-OPM20600-17005	\$ 8,568
Municipal Revenue Sharing	12060-OPM20600-35458	34,031
Municipal Video Competition	12060-OPM20600-35362	8,838
Municipal Grants-in-Aid	12052-OPM20600-43587	2,502
Total Office of Policy and Management		<u>53,939</u>
Department of Education		
Public School Transportation	11000-SDE64000-17027	290
Educational Cost Sharing	11000-SDE64370-17041-82010	622,784
Excess Costs Student Based and Equity	11000-SDE64000-17047	509,342
Total Department of Education		<u>1,132,416</u>
Department of Administrative Services		
School Construction Grants	13009-DAS57610-40896	387
School Construction Grants	13010-DAS27610-40901	219,736
Total Department of Construction Services		<u>220,123</u>
Total Exempt Programs		<u>1,406,478</u>
Total State Financial Assistance		<u>\$ 2,006,166</u>

See Notes to Schedule of Expenditures of State Financial Assistance.

Town of Easton, Connecticut

Notes to Schedule of Expenditures of State Financial Assistance For the Year Ended June 30, 2014

Note 1. Basis of Presentation

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the Town of Easton, Connecticut, under programs of the State of Connecticut for the year ended June 30, 2014. Various departments and agencies of the State of Connecticut have provided financial assistance through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. Because the Schedule presents only a selected portion of the operations of the Town of Easton, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, and changes in net position or cash flows of the Town of Easton, Connecticut.

Note 2. Summary of Significant Accounting Principles

The accounting policies of the Town of Easton, Connecticut, conform to accounting principles generally accepted in the United States of America as applicable to governmental organizations. The information in the Schedule is presented based upon regulations established by the State of Connecticut, Office of Policy and Management.

Expenditures reported on the Schedule are presented on the modified accrual basis of accounting. In accordance with Section 4-236-22 of the Regulations to the State Single Audit Act, certain grants are not dependent on expenditure activity and, accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule.

Note 3. Cash Awards

Included in the Schedule are expenditures of \$194,642 incurred for the purchase of snow removal equipment, which was placed in service in fiscal year 2014. The Town applied for and received \$194,642 for the project from the State Office of Policy and Management under the Local Capital Improvement Program. The expenditures are not included in the 2014 financial statements, as they were incurred in fiscal year 2013.

Town of Easton, Connecticut

**Schedule of State Single Audit Findings and Questioned Costs
For the Year Ended June 30, 2014**

I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None reported

Noncompliance material to financial statements noted?

Yes No

State Financial Assistance

Internal control over major programs:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Report?

Yes No

The following schedule reflects the major programs included in the state single audit:

State Grantor and Program	State CORE-CT Number	Expenditures
Office of Policy and Management:		
Local Capital Improvement Program	12050-OPM20600-40254	\$ 194,642
Department of Transportation		
Town Aid Road - STO	13033-DOT57000-43459	227,623

Dollar threshold used to distinguish between type A and type B programs:

\$100,000

**Schedule of State Single Audit Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2014**

II. Financial Statement Findings

A. Deficiencies in Internal Control

Material Weakness in Internal Control

IC014-01. Financial Reporting

Criteria:

Auditing standards require internal control policies and procedures to enable the preparation of financial statements in accordance with generally accepted accounting principles.

Condition:

The internal control procedures did not prevent misapplication of certain accounting principles, which resulted in restatements of the prior year's financial statements.

Context:

Although the Town made every effort to present their financial statements in accordance with generally accepted accounting principles in the prior year accounting standards related to reporting cash balances, unavailable revenues and recording of premiums on bond issuances were not properly applied.

Effect:

The financial statements had to be restated and management may have been making financial decisions on inaccurate data.

Recommendation:

Management should develop controls to ascertain that all amounts are properly recorded in accordance with generally accepted accounting principles.

Corrective Action Plan:

The Town will establish a procedure to ascertain that financial statements are prepared in accordance with generally accepted accounting principles.

Schedule of State Single Audit Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2014

IC14-02. Significant Deficiencies in Internal Control

Criteria:

To maintain proper internal controls over financial reporting, all reconciling items must be shown in the cash reconciliation from the bank balance to the pooled cash general ledger system.

Condition:

Bank reconciliations did not agree to the pooled cash general ledger balance.

Context:

The general ledger pooled cash fund did not agree to the bank reconciliation.

Effect:

Transactions may be recorded in error, and errors could occur in the bank reconciliation process.

Recommendation:

All bank reconciliations should reconcile to the general ledger, in addition to the excel worksheets.

Management Response:

The error occurred when the Town implemented the MUNIS pooled cash system. We have made the proper adjustments to the MUNIS general ledger system, and will agree all bank reconciliations in the future.

IC14-03. Financial Reporting – Audit Adjustments

Criteria:

Town management is responsible for financial reporting in the form of financial statements that present fairly, in all material respects, the respective financial position, changes in financial position and, each major fund and the aggregate remaining fund information of the Town.

Condition:

During the course of our engagement, we proposed material audit adjustments that would not have been identified as a result of the Town's existing internal controls and, therefore, could have resulted in a material misstatement to the Town's financial statements.

Town of Easton, Connecticut

Schedule of State Single Audit Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2014

Context:

Material audit adjustments were proposed for all major funds and for the nonmajor funds in the aggregate.

Effect:

The proposed audit adjustments were agreed to and posted by management and, therefore, there is no effect on the financial statements issued.

Cause:

The cause is due to the no formal review process over the final trial balances.

Recommendation:

We recommend that the management of the Town review the adjustments that have been proposed by the auditor. This should be a good indication of where controls need to be improved. Additionally, the Town should consider developing specific preparation and review procedures, required documentation and checklists to review their internally prepared financial reports prior to their release.

Management Response:

The Town will review the auditor's adjustments, and will make all required adjustments prior to submitting trial balances to the auditor.

III. State Financial Assistance Findings and Questioned Costs

No matters were reported.

Town of Easton, Connecticut

**Summary of Prior Year Audit Findings
For the Year Ended June 30, 2014**

There were no prior year findings related to expenditures of state financial assistance.



**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**

Independent Auditor's Report

To the Members of the Board of Finance
Town of Easton, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Easton, Connecticut as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town of Easton, Connecticut's basic financial statements, and have issued our report thereon dated February 25, 2015. Our report included an emphasis-of-matter paragraph regarding restatements for correction of errors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Easton, Connecticut's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Easton, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Easton, Connecticut's internal control.

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

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 the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness (IC14-01).

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies (IC14-02 – IC14-03).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Easton, Connecticut's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Town of Easton, Connecticut's Response to Finding

The Town of Easton, Connecticut's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Easton, Connecticut's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Easton, Connecticut's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Easton, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The image shows a handwritten signature in black ink that reads "McGladrey LLP". The signature is written in a cursive, flowing style.

New Haven, Connecticut
February 25, 2015