

**TOWN OF WILTON, CONNECTICUT**

**STATE SINGLE AUDIT REPORT**

**JUNE 30, 2014**

**TOWN OF WILTON, CONNECTICUT**

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

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

### **Report on Compliance for Each Major State Program**

We have audited the Town of Wilton, Connecticut's 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 Wilton, Connecticut's major state programs for the year ended June 30, 2014. The Town of Wilton, Connecticut's major state programs are identified in the summary of auditors' 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.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Town of Wilton, Connecticut'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 Wilton, 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 of Wilton, Connecticut's compliance.

### ***Opinion on Each Major State Program***

In our opinion, the Town of Wilton, Connecticut, 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 of Wilton, Connecticut, 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 of Wilton, Connecticut'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 our 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 of Wilton, Connecticut'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 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, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Wilton, 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 Wilton, Connecticut's basic financial statements. We issued our report thereon dated December 18, 2014, 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 financial statements as a whole.

*Blum, Shapiro & Company, P.C.*

West Hartford, Connecticut  
December 18, 2014

**TOWN OF WILTON, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 2014**

<u>State Grantor/Pass-Through Grantor/ Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
<b>Department of Education</b>		
Magnet Schools	11000-SDE64370-17057	\$ 9,100
Youth Services Bureau - Enhancement	11000-SDE84000-16201	6,171
Child Nutrition State Matching Grant	11000-SDE64000-16211	6,809
Adult Education	11000-SDE64000-17030	1,059
Health Services	11000-SDE64000-17034	3,311
Youth Services Bureau	11000-SDE64000-17052	<u>14,674</u>
Total Department of Education		<u>41,124</u>
<b>Judicial Branch</b>		
Motor Vehicle Fines	34001-JUD95162-40001	<u>11,523</u>
<b>Connecticut State Library</b>		
Historic Documents Preservation Grants	12060-CSL66094-35150	<u>4,000</u>
<b>Office of Policy and Management</b>		
Payment in Lieu of Taxes (PILOT) on State-Owned Property	11000-OPM20600-17004	93,451
Reimbursement of Property Taxes - Disability Exemption	11000-OPM20600-17011	366
Property Tax Relief for Elderly and Totally Disabled Homeowners	11000-OPM20600-17018	60,370
Property Tax Relief for Veterans	11000-OPM20600-17024	4,373
Local Capital Improvement Program	12050-OPM20600-40254	112,983
Municipal Grants-In-Aid	12052-OPM20600-43587	<u>288,788</u>
Total Office of Policy and Management		<u>560,331</u>
<b>Department of Social Services</b>		
Medicaid	11000-DSS60000-16020	<u>54,426</u>

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**TOWN OF WILTON, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2014**

<u>State Grantor/Pass-Through Grantor/ Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
<b>Department of Transportation</b>		
Town Aid Road - STO	13033-DOT57000-43459	\$ 313,130
Bus Operations	12001-DOT57000-12175	18,031
Rail Operations	12001-DOT57124-12168	133
Highway Planning and Construction	12062-DOT57191-22108	<u>80,365</u>
Total Department of Transportation		<u>411,659</u>
<b>Total State Financial Assistance Before Exempt Programs</b>		<u>1,083,063</u>
<b>Exempt Programs</b>		
<b>Office of Policy and Management</b>		
Mashantucket Pequot and Mohegan Fund Grant	12009-OPM20600-17005	8,013
Municipal Revenue Sharing	12060-OPM20600-35458	139,360
Municipal Video Competition	12060-OPM20600-35362	<u>23,061</u>
Total Office of Policy and Management		<u>170,434</u>
<b>Department of Education</b>		
Educational Cost Sharing	11000-SDE64000- 17041-82010	1,582,324
Excess Costs Student Based and Equity	11000-SDE64000-17047	<u>1,016,410</u>
Total Department of Education		<u>2,598,734</u>
<b>Department of Administrative Services</b>		
School Construction Grants	13009-DAS27636-40896	27,574
School Construction Grants	13010-DAS27636-40901	<u>312,154</u>
Total Department of Administrative Services		<u>339,728</u>
Total Exempt Programs		<u>3,108,896</u>
<b>Total State Financial Assistance</b>		<u>\$ 4,191,959</u>

The accompanying notes are an integral part of this schedule

**TOWN OF WILTON, 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 state financial assistance (the Schedule) includes the state grant activity of the Town of Wilton, 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 Wilton, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net position or cash flows of the Town of Wilton, Connecticut.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Town of Wilton, 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.

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## **Independent Auditors' 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***

To the Members of the Board of Finance  
Town of Wilton, 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, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Wilton, 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 Wilton, Connecticut's basic financial statements, and have issued our report thereon dated December 18, 2014.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Wilton, 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 Wilton, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Wilton, Connecticut's internal control.

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. 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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2014-001, that we consider to be a significant deficiency.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Wilton, 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 Wilton, Connecticut's Response to Findings**

The Town of Wilton, Connecticut's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Wilton, 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 result of that testing, and not to provide an opinion on the effectiveness of the Town of Wilton, 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 Wilton, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Blum, Shapiro & Company, P.C.*

West Hartford, Connecticut  
December 18, 2014

**TOWN OF WILTON, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2014**

**I. SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?        yes   X   no
- Significant deficiency(ies) identified?   X   yes        none reported

Noncompliance material to financial statements noted?

       yes   X   no

**State Financial Assistance**

Internal control over major programs:

- Material weakness(es) identified?        yes   X   no
- Significant deficiency(ies) identified?        yes   X   none reported

Type of auditors' 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 Act?

       yes   X   no

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

<u>State Grantor and Program</u>	<u>State Core-CT Number</u>	<u>Expenditures</u>
Office of Policy and Management:		
Municipal Grants-In-Aid	12052-OPM20600-43587	\$ 288,788
Department of Transportation:		
Town Aid Road - STO	13033-DOT57000-43459	313,130

Dollar threshold used to distinguish between type A and type B programs: \$ 200,000

## II. FINANCIAL STATEMENT FINDINGS

<b>Finding No.</b>	<b>Financial Reporting Requirements</b>
<b>2014-001</b>	
<b>Criteria</b>	Management is responsible for establishing and maintaining internal controls to ensure the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP).
<b>Condition</b>	Significant adjustments were necessary to correct accounts receivable balances and recognize revenues within the proper period. In addition, cash reconciliations were not prepared timely and resulted in numerous client entries after starting our audit fieldwork.
<b>Context</b>	Adjustments were noted in the General Fund, Other Grant Program Fund and the WPCA Enterprise Funds.
<b>Effect</b>	Client-prepared statements were not properly presented in accordance with GAAP.
<b>Cause</b>	The Town's Finance Department was not fully staffed due to employees on medical leave. The increased workload within the department delayed the ability to review and process closeout procedures for accruals.
<b>Recommendation</b>	We recommend that all balance sheet items be reviewed at year end and adjustments properly recorded in the financial management system prior to the audit.
<b>Management Response and Planned Corrective Action</b>	The Town of Wilton acknowledges the issues that were raised in the Financial Statement Findings. A complete review of the adjusting journal entries will be done to develop procedures to provide complete information prior to the start of fieldwork. The Wilton Finance Department will also meet with Blum Shapiro to review the schedules that Blum Shapiro will require going forward and design a schedule to meet all reporting requirements in a timely manner.

## III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

No matters were reported.