FEDERAL SINGLE AUDIT AND STATE SINGLE AUDIT REPORTS CITY OF DERBY, CONNECTICUT YEAR ENDED JUNE 30, 2023

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Accavallo & Company LLC Certified Public Accountants

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PrincipalsJohn A. Accavallo Cl'A
Marilyn L Ferris MBA CPA

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 Honorable Mayor, Members of the Board of Alderman and Members of the Board of Apportionment and Taxation City of Derby, Connecticut

We have audited, in accordance with 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 City of Derby, Connecticut as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise City of Derby, Connecticut's basic financial statements, and have issued our report thereon dated May 28, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered City of Derby, Connecticut'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Derby, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Derby, Connecticut'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. However, as described in the accompanying *schedule of findings and questioned costs*, we identified certain deficiencies in internal control 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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City of Derby, Connecticut's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be material weaknesses as identified as items 23-01 to 23-06.

A *significant deficiency* is a deficiency, or a 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 considered the deficiencies described in the accompanying *schedule of findings and questioned costs* as items 23-07 to 23-10 to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Derby, 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 financial statements. 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*.

City of Derby, Connecticut's Responses to Findings

City of Derby, Connecticut's responses to the findings identified in our audit is described in the accompanying schedule of and questioned costs. City of Derby, 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 City of Derby, 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 entity City of Derby, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Aceavallo & Company, LLC

Shelton, Connecticut May 28, 2024

FEDERAL SINGLE AUDIT



Accavallo & Company LLC Certified Public Accountants

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PrincipalsJohn A. Accavallo CPA
Marilyn L Ferris MBA CPA

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor,
Members of the Board of Alderman and
Members of the Board of Apportionment and Taxation
City of Derby, Connecticut

Report on Compliance for Each Major Federal Program Opinion on Each Major Federal Program

We have audited City of Derby, Connecticut's compliance with the types of compliance requirements described in the OMB Circular Compliance Supplement that could have a direct and material effect on each of City of Derby, Connecticut's major federal programs for the year ended June 30, 2023. City of Derby, Connecticut's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, City of Derby, 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 federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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 audit requirements of Title 2 U.S. Code of *Federal Regulations Part 200*, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of City of Derby, Connecticut and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of City of Derby, Connecticut's compliance with the compliance requirements referred to above

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to City of Derby, Connecticut's federal programs.

American Institute of Certified Public Accountants

Connecticut Society of Certified Public Accountants

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City of Derby, Connecticut's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City of Derby, Connecticut's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City of Derby, Connecticut's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of City of Derby, Connecticut's internal control over compliance relevant to the
 audit in order to design audit procedures that are appropriate in the circumstances and to test and report on
 internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of
 expressing an opinion on the effectiveness of City of Derby, Connecticut's internal control over
 compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

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 federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a 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 federal 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 federal 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.

We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 23-08 and 23-09, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on City of Derby, Connecticut's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. City of Derby, Connecticut's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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 Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Derby, Connecticut, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise City of Derby, Connecticut's basic financial statements. We issued our report there on dated May 28, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance 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 federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Accavallo Company, LLC

Shelton, Connecticut May 28, 2024

CITY OF DERBY, CONNECTICUT SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2023

	Federal			
Federal Grantor/Pass Through	Assistance	Pass-Through Entity	Pass-Through to	Federal
Grantor/Program Title	Listing Number	Identifying Number	Subrecipients	Expenditures
Department of Agriculture:				
Passed through the Connecticut Department	t of Education:			
National School Lunch Program	10.555	12060-SDE64370-20560	\$ -	\$ 729,338
School Breakfast	10.553	12060-SDE64370-20508	-	298,553
Summer Food Program	10.559	12060-SDE64370-20540	-	48,009
Summer Food Program	10.559	12060-SDE64370-20548	_	4,933
P-EBT Local Admin	10.649	12060-SDE64370-29802	-	2,512
National School Lunch Program	10.555			40,762
		Child Nutrition Cluster	_	1,124,107
Department of Education:				
Passed through the Connecticut Department				•
Title I, Part A	84.010	12060-SDE64370-20679-2023-82070	\$ -	\$ 562,778
Title I, Part A	84.010	12060-SDE64370-20679-2022-82070	-	192,797
Opportunity District ESSA SIG - Cohort 2		12060-SDE64370-20679-2023-82071	-	229,347
Opportunity District ESSA SIG - Cohort 2		12060-SDE64370-20679-2022-82071	-	178,729
ESSA SIG	84.010	12060-SDE64370-20679-2020-82071	-	11,423
		Title I, Part A Cluster	-	1,175,074
ARP IDEA Part B Section 611	83.027X	12060-SDE64370-23083-2022-82032	_	27,628
IDEA Part B Section 611	83.027	12060-SDE64370-20977-2023-82032	-	301,166
IDEA Part B Section 611	84.027	12060-SDE64370-20977-2022-82032	-	106,740
CT - SEDS Implementation Stipend 1/1	84.027A	12060-SDE64370-20977-2023-82032	-	15,750
Special Education Activities	83.027	12060-SDE64370-20977-2021-82032	-	10,000
Paraeducator Professional Development	84.027	12060-SDE64370-20977-2021-82032	-	5,000
ARP IDEA Part B Section 619	84.173X	12060-SDE64370-29684-2022-82032	-	16,044
IDEA Part B Section 619	84.173	12060-SDE64370-20983-2022-82032		6,307
		Special Education Cluster	-	488,635
Carl D. Perkins Vocational and Applied T	84.048	12060-SDE64370-20742-2023-84010	-	29,422
Improving Teacher Quality	84.367	12060-SDE64370-20858-2023-84131	-	51,999
Improving Teacher Quality	84.367	12060-SDE64370-20858-2022-84131	-	11,735
		•	-	63,734
Title III-English	84.365	12060-SDE64370-20868-2022-82075	-	5,529
Title IV Part A Student Support Grant	84.424	12060-SDE64370-22854-2023-82079	_	21,774
Title IV Part A Student Support Grant	84.424	12060-SDE64370-22854-2022-82079	_	31,134
			-	52,908
ARP ESSER III Funds	84.425U	12060-SDE64370-29636-2021-82079		1,467,693
FAFSA Challenge	84.425D	12060-SDE64370-29636-2021-82079		7,500
Voice4Change		and the second s	-	
_	84.425U	12060-SDE64370-29636-2021-82079	-	20,000
ESSERF K-12 Fund	84.425D	12060-SDE64370-29571-2021-82079	-	18,410
ESSERF K-12 Fund	84.425D	12060-SDE64370-29571-2021-82079	-	690,050
ESSER II Bonus Special Populations 202	84.425D	12060-SDE64370-29571-2021-82032		25,000
ESSER II Bonus Dyslexia Recovery Budg	84.425D	12060-SDE64370-29571-2021-82032		1,300
				2,229,953
	Total Departmen	at of Education		4,045,255

The accompanying notes are an integral part of this schedule.

CITY OF DERBY, CONNECTICUT SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2023

	Federal			
Federal Grantor/Pass Through	Assistance	Pass-Through Entity	Pass-Through to	Federal
Grantor/Program Title	Listing Number	Identifying Number	Subrecipients	Expenditures
U.S. Election Assistance Commission				
Passed through the State of Connecticut Secre	etary of State			
Help America Vote Act Requirements	etary or state.			
Payments	90.401	12060-SOS-12500-21465	_	2,576
	, , , , , , , , , , , , , , , , , , , ,	12000 500 12000 21.00		2,570
Department of the Treasury				
Passed through the Connecticut Office of Ea	rly Childhood Devel	opment:		
School Readiness - Priority Enrollment-				
based	21.027	12060-OEC00013-28227	-	12,480
Passed through the Connecticut Office of Po American Rescue Plan Act- Local Fiscal	licy & Management:			
Recovery Fund	21.027	12060-OPM20600-29669	-	601,328
			-	613,808
				015,000
Department of Health and Human Services				
Passed through the State of Connecticut Off	ice of Early Childho	od Development:		
r abbed anough the state of connected to the	ice of Early Cimano	od Bevelopment.		
Smart Start for Recovery - ARPA-				
Discretionary	93.575	12060-OEC64845-28227	-	75,000
Department of Homeland Security				
Passed throught the Connecticut Department of Public Safety:				
FEMA Public Assistance	97.036	12060-DPS32990-21891	-	6,515
TOTA	AL FEDERAL FINA	ANCIAL AWARD EXPENDITURES	\$ -	\$ 5,867,261

CITY OF DERBY, CONNECTICUT NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Derby, Connecticut, under programs of the federal government for the year ended June 30, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Because the Schedule presents only a selected portion of the operations of the City of Derby, 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 City of Derby, Connecticut.

Basis of Accounting

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 2- NONCASH AWARDS

Donated commodities in the amount of \$40,762 are included in the Department of Agriculture's National Scholl Lunch Program, Assistance Listing #10.555. The amount represents the market value of commodities received.

NOTE 3- INDIRECT COST RECOVERY

City of Derby, Connecticut, did not recover its indirect costs using the 10% de minimis indirect cost rate provided under Section 200.414 of the Uniform Guidance.

SUMMARY STATEMENT

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements			
Type of auditors' report issued:		Unmodified	
Internal control over financial reporMaterial weakness (es) identifieSignificant Deficiencies identifi	d? ed that	_X_ Yes	No
are not considered to be materia weaknesses?	1	_X_ Yes	None reported
Noncompliance material to financial statements noted?	I	Yes	X No
Federal Awards			
 Internal control over major program Material weakness(es) identified Significant Deficiencies identified 	1? ed that	Yes	_X_ No
are not considered to be materia weakness(es)?	I	Yes	X None reported
Type of auditors' report issued on cofor major programs:	ompliance	Unmodified	
Any audit findings disclosed that are to be reported in accordance with 2 (•)? <u>X</u> Yes	No
Identification of major programs:			
	Federal	,	
Federal Grantor and Program	Assistance Listing Numbers	<u>Expenditure</u>	
Department of Agriculture	10.553, 10.555, 10.558, 10.559 and 10.649	\$ 1,124,107	~***
ESSERF K-12 Fund and		2 220 052	el .
America Rescue Plan	84.425D / 84.425U	2,229,953	
	Total	\$ 3,354,060	
Dollar threshold used to distinguish	between		
Type A and Type B programs:		\$750,000	
Auditee qualified as low-risk auditee?	10	Yes	_X No
	- 12 -		

II. FINANCIAL STATEMENT FINDINGS

Our report on internal control over financial reporting indicated the following significant deficiencies:

*23-01 Double-Entry Accounting System

Finding:

The City does not use double-entry accounting for all funds.

Criteria:

The use of a double-entry accounting software system, including the preparation of a balanced general ledger would improve the City's ability to detect accounting errors, provide the basis for monthly account and ledger reconciliations, and facilitate financial reporting for all Special Revenue Funds, Fiduciary Funds and its long-term debt and fixed

assets.

Condition:

The City does not maintain a double-entry accounting system or process a general ledger utilizing an accounting software system for all Special Revenue Funds, Fiduciary Funds and its long-term debt and fixed assets.

Cause:

The financial activity is maintained annually on ledger sheets for most of these funds and for others the only sources of documentation are canceled checks and bank statements

Effect:

The City does not have the ability to detect accounting errors, provide the basis for monthly account and ledger reconciliations, and prepare meaningful financial reports.

Recommendation:

We recommend that the City adopt a general ledger accounting software system for all funds and activities, including federal and state financial assistance funds. The use of a double-entry accounting software system, including the preparation of a balanced general ledger would improve the City's ability to detect accounting errors, provide the basis for monthly account and ledger reconciliations, and facilitate financial reporting. The Chart of Accounts, developed for the General Fund, should be utilized for the other funds of the City to ensure consistency with account names and numbers and to develop an internal reporting package.

Management's

Response:

The public library and the field house do not utilize double-entry accounting. This will be incorporated into the implementation of a new financial accounting software package for the 23-24 Fiscal Year.

*23-02 Bank Reconciliations and Approval of Bank Reconciliations

Finding:

Bank reconciliations were not formally prepared during the year for general fund checking accounts.

Criteria:

The Finance Department personnel should be preparing the bank reconciliations and the Finance Director should formally approve the bank reconciliations on all City bank accounts.

Cause:

Lack of formal procedures.

Effect:

Possible material errors could occur and not be detected in a timely manner.

Recommendation: We recommend that all bank reconciliations be prepared by the Finance department within a

reasonable period after the month end. These reconciliations should then be reviewed by the

Finance Director for accuracy and completeness.

Management's

Response: All bank reconciliations have been prepared monthly by the Finance department within a

reasonable period after the month's end. These reconciliations were reviewed by the Finance

Director for accuracy and completeness in the 23-24 Fiscal Year.

*23-03 Availability of financial information

Finding: During the audit process, information from various departments related to numerous audit

schedules and related information was unavailable in a timely manner. The City's audit for the year ended June 30, 2023, did not start until September 2023. In addition, some

schedules and required information were not available for audit until February 2024.

Criteria: Information related to financial statements should be presented at the close of the fiscal year

or at a reasonable time thereafter.

Cause: Lack of monthly and year-end closing procedures.

Effect: The timely availability of information related to the financial statements has delayed the

completion of the audited financial statements and other submissions that rely upon the

audited financial statements.

Recommendation: The preparation of information relative to the financial statements in accordance with the

City of Derby, Connecticut's reporting requirements should be provided in a timely manner. Schedules, reports and other financial information related to the City's financial condition should be maintained monthly throughout the year, forwarded to the Finance Department when that information becomes available and reconciled to the books and records of the City. A review of the financial statements should be done by accounting personnel to

determine that all schedules and records are provided timely.

Management's

Response: For the Fiscal Year 23-24 the City and BOE will begin providing information to our

auditors by August 2024.

*23-04 Accounts Payable Cut-off-Board of Education

Finding: The Board of Education's accounts payable were not properly recorded at year end on the

City's general ledger. Accounts payable payments were made up to October 2023 related to

June 30, 2023.

Criteria: Expenditures should be accrued when incurred in accordance with accounting principles

generally accepted in the United States of America.

Cause: Lack of monthly reconciliations with the City and Board Education ledgers.

Effect: Account payable \$592,430 and accrued payroll in the amount of \$116,370 were incurred as

of June 30, 2023, and were not properly recorded.

Recommendation:

We recommend that accounts payable and accrued payroll be recorded when incurred monthly. A reconciliation with the City's general ledger and the Board of Education ledger should be done monthly to ensure that liabilities and expenditures are properly recorded.

Management's

Response:

For Fiscal Year 23-24, The Board of Education committed to adhering to cut-off requirements as specified by the City and Auditor using the cut-off date of August 31st related to June 30, 2024, activity in order for the City to book the correct payables as of June 30, 2024.

*23-05 Reconciliation of City and Board of Education Accounts

Finding:

The Board of Education cash, accounts receivable, accounts payable, income and expenditures and City corresponding accounts were not reconciled at year end. In addition, there were several instances of netting of revenues against expenditures in the Board of Education expenditures.

Criteria:

A formal reconciliation should be performed monthly to ensure agreement of the City's general ledger accounts with the Board of Education records.

Cause:

No formal reconciliation process is being performed between the City and Board of Education monthly.

Effect:

Adjustment to various cash accounts and liability accounts were required.

Recommendation:

We recommend that the Board of Education utilize the accounting system to reconcile cash, accounts receivable, accounts payable, deferred inflows of financial resources in addition to the income and expenditure ledgers that are already being utilized to have a complete self-balancing set of accounts. The reconciliations should be to the general ledger. This will assist to quickly identify variances. That information should be timely shared between the City and Board of Education to ensure that both the City and Board of Education ledgers agree. Expenditures should be reported at gross amounts and any amounts received should be communicated to the City so those receipts can be properly classified and recorded. Various refunds that take place after the fiscal year for the previous fiscal year's expenditures that were incurred and paid by the City should be returned to the City.

Management's

Response:

Beginning in FY 23-24, the finance director and school business manager have established a monthly process to reconcile AR, AP, Income and expenditures.

*23-06 Cash Account Activity- General Fund Operating and Board of Education

Finding:

Various cash accounts had activity that was found not to be recorded or recorded in net

amounts.

Criteria:

All cash activity should be recorded in the City's general ledger.

Cause:

Lack of policies and procedures.

Effect:

Cash accounts contained significant errors that were not corrected by the Finance

Department timely.

Recommendation: We recommend that all cash transactions be reflected in the general ledger and that

transactions are reported at their gross amounts. In addition, accounts that have separate bank statements have separate general ledger accounts. All cash accounts should be

reconciled monthly and reviewed by the comptroller.

Management's

Response: The City Finance Office and the BOE Business Manager will create a total cash reconciliation

for BOE expenditures to balance the activities monthly.

*23-07 Compensated Absences-City and Board of Education

Finding: There is no formal reconciliation of compensated absences.

Criteria: The City should establish a policy of reconciling, on a regular basis or at year end, the

departmental employees' days for vacation, sick or personal leave to the payroll records.

Condition: Individual departments currently maintain compensated absence records for their

departmental employees entitled to compensated absences as dictated by various union

bargaining agreements

Cause: Individual departments currently maintain compensated absence records.

Effect: Lack of consistency of reporting compensated absences.

Recommendation: We recommend that the City establish a procedure for maintaining centralized records

related to available used and unused vacation, sick and personal leave days to properly evaluate the liability for compensated absences. This process should include a summary of the bargaining agreement provisions related to the various employee categorizes to be used by the individuals who are summarizing the compensated absence data. This centralized record should be related to the employee history files as generated from the payroll system

and should be reconciled to departmental records quarterly or semi-annually.

Management's

Response: A formal reconciliation of compensated absences will be established, and the automated

payroll system will be utilized where possible.

*23-08 Comingling of Funds

Finding: The Board of Education maintains one cash account for operations and grants. The

comingling of operational and grant monies makes it difficult if not impossible to reconcile

with the City.

Criteria: A separate bank account should be maintained for grant income and expenditures to

properly track inflows and outflows of grant monies. Assets such as grants receivable and liabilities such as deferred inflows and accounts payable should also be recorded and

reconciled monthly.

Cause: Improper classification of grant funds.

Effect: Significant errors can occur and not be timely detected. Also see findings 23-01, 23-04 to

23-06.

Recommendation:

We recommend that the Board of Education utilize the accounting system to reconcile cash, accounts receivable, accounts payable, deferred inflows of financial resources in addition to the income and expenditures for educational grants. In addition, we recommend moving the grant accounting from the General Fund to a Special Revenue Fund where it is better classified.

Management's

Response:

Completed - As of July 1, 2023, the Board of Education separated Operating and Grant check runs to hit the respective bank accounts. This also includes the payroll account. Grant payroll totals are transferred to the payroll account from the Grant account.

*23-09 Federal and State Single Audit Schedules

Finding:

The Finance Department did not prepare a schedule of expenditures of federal awards and state financial assistance for the year ended June 30, 2023. These schedules are derived from federal and state grant awards received by the General Government and the Board of Education of the City. The Board of Education grant awards primarily are passed through the State Department of Education, while the City receives their grants primarily through the State Department of Housing and Urban Development, the State Department of Health and Human Resources, the State Department of Agriculture and the Office of Policy and Management. The preparation of these schedules of expenditures has, in the past, been made by the auditors, including decision making concerning the federal CFDA number, the pass-through entity number and the amount of federal and state expenditures incurred by the City for the fiscal year. The auditor then reports on the Schedules of Expenditures of Federal and State Financial Assistance and renders his opinion with respect to the compliance with laws, regulations, contracts and grants and with the City's internal control over compliance with requirements of the laws, regulations, contracts and grants.

Criteria:

The schedules of federal awards and state financial assistance are required to be prepared by the City.

Cause:

Lack of a staff member assigned to identify and obtain grant revenue and prepare the appropriate federal and state financial schedules.

Effect:

The auditor is preparing these schedules and auditing them.

Recommendation:

We recommend that the Finance Department and/or the Board of Education annually prepare the Schedule of Expenditures of Federal Awards and State Financial Assistance to be presented to the auditor for audit. The auditor can then render an opinion with respect to compliance with and internal control over compliance with laws, regulations, contracts and grants. This will provide the proper segregation of responsibilities over the preparation of the schedules and the rendering of an opinion of these schedules.

Management's

Response:

The City and BOE will prepare the Schedules of Expenditures of Federal and State Financial Assistance going forward.

23-10 Posting of Prior Year's Audit Adjustment

Finding:

The prior year's audit adjustments were not posted.

Criteria:

Once reviewed with management and agreed upon as correct, the audit adjustments should

be posted so the general ledger agrees with the audited financial statements.

Cause:

Lack of proper closing procedures.

Effect:

Fund balance was overstated by \$2,617,744.

Recommendation:

We recommend that the proper closing procedures be implemented to verify that account

balances are correct and accurate once the audit is completed.

Management's

Response:

Both the City and the BOE will post end of year audit adjustments in a timely manner

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

Findings or questioned costs relating to Federal Award Programs are as follows: Items 23-08 and 23-09 (page 17 and 18).

^{*} indicates that these findings are repeated from the previous year.

*22-01 Double-Entry Accounting System

Finding:

The City does not use double-entry accounting for all funds.

Disposition:

Repeated as item 23-01.

*22-02 Bank Reconciliations and Approval of Bank Reconciliations

Finding:

Bank reconciliations were not formally prepared during the year for general fund checking

accounts.

Disposition:

Repeated as item 23-02.

*22-03 Availability of financial information

Finding:

During the audit process, information from various departments related to numerous audit schedules and related information was unavailable in a timely manner. The City's audit for the year ended June 30, 2022, did not start until October 2022. In addition, some schedules and required information were not available for audit until May 2023.

Disposition:

Repeated as item 23-03.

*22-04 Accounts Payable Cut-off-Board of Education

Finding:

The Board of Education's accounts payable were not properly recorded at year end on the City's general ledger. Accounts payable payments were made up to October 2022 related to

June 30, 2022.

Disposition:

Repeated as item 23-04.

*22-05 Reconciliation of City and Board of Education Accounts

Finding:

The Board of Education cash, accounts receivable, accounts payable, income and expenditures and City corresponding accounts were not reconciled at year end. In addition, there were several instances of netting of revenues against expenditures in the Board of Education expenditures.

Disposition:

Repeated as item 23-05.

*22-06 Cash Account Activity- General Fund Operating and Board of Education

Finding:

Various cash accounts had activity that was found not to be recorded or recorded in net

amounts.

Disposition:

Repeated as item 23-06.

*22-07 Compensated Absences-City and Board of Education

Finding:

There is no formal reconciliation of compensated absences.

Disposition:

Repeated as item 23-07.

*22-08 Comingling of Funds

Finding:

The Board of Education maintains one cash account for operations and grants. The comingling of operational and grant monies makes it difficult if not impossible to reconcile with the City.

Disposition:

Repeated as item 23-08.

*22-09 Federal and State Single Audit Schedules

Finding:

The Finance Department did not prepare a schedule of expenditures of federal awards and state financial assistance for the year ended June 30, 2023. These schedules are derived from federal and state grant awards received by the General Government and the Board of Education of the City. The Board of Education grant awards primarily are passed through the State Department of Education, while the City receives their grants primarily through the State Department of Housing and Urban Development, the State Department of Health and Human Resources, the State Department of Agriculture and the Office of Policy and Management. The preparation of these schedules of expenditures has, in the past, been made by the auditors, including decision making concerning the federal CFDA number, the pass-through entity number and the amount of federal and state expenditures incurred by the City for the fiscal year. The auditor then reports on the Schedules of Expenditures of Federal and State Financial Assistance and renders his opinion with respect to the compliance with laws, regulations, contracts and grants and with the City's internal control over compliance with requirements of the laws, regulations, contracts and grants.

Disposition:

Repeated as item 23-09.

Management's

Response:

The City will create a dedicated fund in the financial system to track grant revenues and expenditures. The BoE has established a grant account. Invoices are being paid out of the operating account. BoE is moving funds from the grant account to cover the grant expenses.

^{*} indicates that these findings are repeated from the previous year.



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Principals

John A. Accavallo CPA Marilyn L Ferris MBA CPA

Marilvn L Ferris MBA CPA

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; REPORT ON THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE REQUIRED BY THE STATE SINGLE AUDIT ACT

To the Honorable Mayor, Members of the Board of Alderman and Members of the Board of Apportionment and Taxation City of Derby, Connecticut

Report on Compliance for Each Major State Program Opinion on Each Major State Program

We have audited City of Derby, Connecticut's compliance with the types of compliance requirements identified as subject to audit in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of City of Derby, Connecticut's major state programs for the year ended June 30, 2023. City of Derby, Connecticut's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, City of Derby, 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, 2023.

Basis of Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); 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). Our responsibilities under those standards and the State Single Audit Act are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of City of Derby, Connecticut and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of City of Derby, Connecticut's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to City of Derby, Connecticut's state programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City of Derby, Connecticut's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the State Single Audit will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City of Derby, Connecticut's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the State Single Audit Act, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City of Derby, Connecticut's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of City of Derby, Connecticut's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 City of Derby, Connecticut's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

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, in 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.

We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 23-08 and 23-09, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Governmental Auditing Standards required the auditor to perform limited procedures on City of Derby, Connecticut's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. City of Derby, Connecticut's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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 City of Derby, Connecticut, and the related notes to the financial statements, which collectively comprise the City of Derby, Connecticut's basic financial statements as of and for the year ended June 30, 2023, and have issued our report thereon dated May 28, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements as a whole. The accompanying schedule of expenditures of state financial assistance is presented for the purposes of additional analysis as required by the State Single Audit Act and is not a required part of the 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 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 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 awards is fairly stated in all material respects in relation to the financial statements as a whole.

Accavallo & Company, LLC

Shelton, Connecticut May 28, 2024

CITY OF DERBY, CONNECTICUT SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE YEAR ENDED JUNE 30, 2023

State Grantor/Pass-Through Grantor/Program Title	State Grant Program Identification Number	Pass-Through to Subrecipients	Expenditures
Department of Education:		•	
Commissioner's Network	11000-SDE64370-12547	\$ -	\$ 403,763
Child Nutrition State Match	11000-SDE64370-16211	_	7,585
Healthy Foods	11000-SDE64370-16212	-	14,420
Adult Education	11000-SDE64370-17030	_	136,302
Health and Welfare - Private Schools	11000-SDE64370-17034	_	11,127
Alliance Grant	11000-SDE64370-17041	-	2,505,195
Alliance Grant	11000-SDE64370-17041	_	19,100
Breakfast Program	12052-SDE64370-43728	_	10,648
Extended School Hours	11000-SDE64370-17108	-	24,145
PSD - Summer School	11000-SDE64370-17043	-	29,214
Priority School Districts	11000-SDE64370-17043	-	40,293
Priority School Districts	11000-SDE64370-17043		816,807
		-	4,018,599
Office of Early Childhood:			
School Readiness	11000-OEC64845-16274-83014	_	74,991
Smart Start	11000-OEC64845-16279-83004	_	150,000
Child Care Quality Enhancement	11000-OEC64845-16158-82079	_	3,881
			228,872
Department of Children and Families			, , , , , ,
<u>Beparament of emidren und Funnies</u>	11000-DCF91141-16092		7,299
Youth Service Bureau	11000-DCF91141-17052		14,102
Youth Service Bureau- Enhancement	11000 DCF91141-17107	_	8,603
Touri Service Bureau Dimaneement	11000 Del 71141-17107		30,004
		-	30,004
Office of Policy and Management:			
Tiered PILOT	11000-OPM20600-17111	-	1,048,199
Reimburse Prop Tax-Disability Exemption	11000-OPM20600-17011	-	1,939
Property Tax Relief for Veterans	11000-OPM20600-17024	-	13,692
MRSA - Tiered PILOT	12060-OPM20600-35691	· _	283,247
Distressed Municipalities	11000-OPM20600-17016	-	3,928
Distressed Municipalities	12052-OPM20600-43750	-	13,912
Body and Dash Cameras	12052-OPM20600-43760	-	59,646
Municipal Purposes & Projects	12052-OPM20600-43587	-	14,728
		-	1,439,291
Department of Transportation:			
Town Aid Road Grant-STO	12052-DOT57131-43459	3" "	130,660
Town Aid Road Grants muni	12052-DOT57131-43455		130,660
	ref	-	261,320

The accompanying notes are an integral part of this schedule.

CITY OF DERBY, CONNECTICUT SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE YEAR ENDED JUNE 30, 2023

State Grantor/Pass-Through Grantor/Program Title	State Grant Program Identification Number	Pass-Through to Subrecipients	Expenditures
Department of Public Safety:			
Drug Asset Forfeit Rv Acct DPS	12060-DPS32155-35142	-	1,604
Volunteer Firefighter Training	11000-DPS32251-17110		4,680
		-	6,284
Connecticut State Library:	T w		
Connecticard	11000-CSL66051-17010	_	1,748
Historic Document Preservation Grant	11000-CLS66094-35150	-	5,500
CT Education Netwok	12060-CSL66011-43649		5,714
			12,962
TOTAL STATE FINANCIAL ASSIS	TANCE BEFORE EXEMPT PROGRAMS		5,997,332
EXEMPT PROGRAMS			
Department of Education:			
Education Cost Sharing	11000-SDE64370-17041	-	6,868,004
Special Education-Excess Costs	11000-SDE64370-17047		609,294
		-	7,477,298
Office of Policy and Management:			
Municipal Revenue Sharing	11000-OPM20600-17103	-	542,759
Municipal Revenue Sharing	12060-OPM20600-35458	-	265,888
Municipal Stabilization Grant	11000-OPM20600-17104	-	205,327
Grants To Town	12009-OPM20600-17005	-	207,304
		-	1,221,278
	TOTAL EXEMPT PROGRAMS		8,698,576
TO	OTAL STATE FINANCIAL ASSISTANCE	\$ -	\$ 14,695,908

Various departments and agencies of the State Government have provided financial assistance to the City of Derby, Connecticut through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. This financial assistance funds several programs including housing, education, health and human services and general government activities.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the *City* conform to accounting principles generally accepted in the United States of America as applicable to *governmental organizations*.

The information in the Schedule of Expenditures of State Financial Assistance is presented based upon regulations established by the State of Connecticut, Office of Policy and Management.

Basis of Accounting

The financial statements contained in the City's annual audit report are prepared on the modified accrual basis. The following is a summary of such basis:

- Revenues are recognized when earned. Certain grants are recognized based on grant award since they are considered entitlement grants; other grants, which are dependent upon expenditure factors for determining eligibility, recognize grant revenue to the extent of expenditures.
- Expenditures are recorded on the accrual basis, i.e. recognized when incurred.

The expenditures reported on the Schedule of Expenditures of State Financial Assistance are reported 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 of Expenditures of State Financial Assistance.

2. SUMMARY OF AUDIT RESULTS

Financial Statements			
Type of auditors' report issued	Ur	nmodified	
Internal control over financial reporting:			
Material weakness (es) identified?Significant deficiencies identified?Noncompliance material to financial state	- ments noted?	X Yes X Yes Yes	N N
State Financial Assistance			
Internal control over major programs:			
Material weakness(es) identified?Significant deficiencies identified?	- -	Yes Yes	<u>X</u> No
Type of auditors' report issued on compliance for major programs:	Un	nmodified	
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? • The following schedule reflects the major programmer.	grams included in the a	X Yes	No
State Grantor And Program	Identification Num	iber Ex	<u>penditures</u>
Office of the Policy and Management:			
Tiered PILOT MRSA - Tiered PILOT	11000-OPM20600-1 12060-OPM20600-3		1,048,199 283,247
Department of Education: Alliance Grant Commissioner's Network Priority School District	11000-SDE64370-17 11000-SDE64370-12 11000-SDE64370-17	2547	2,524,295 403,763 857,100
Department of Transportation:			A T
Town Aid Road Grant-STO Town Aid Road Grants muni	12052-DOT57131-4 12052-DOT57131-4	3455	130,660
Dollar threshold used to distinguish between		Total <u>\$</u>	5,377,924
Type A and Type B programs:			\$200,000

II. SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS

- We issued reports, dated May 28, 2024, on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting indicated significant deficiencies as items 23-01 to 23-10 (page 13 to 18) of which we consider items 23-01 to 23-06 to be material weaknesses.

III. FINDINGS AND QUESTIONED COSTS FOR STATE FINANCIAL ASSISTANCE

Findings or questioned costs relating to State financial assistance programs are as follows: Items 23-08 and 23-09 (page 16 to 17).

DISPOSITION OF PRIOR YEAR'S SIGNIFICANT DEFICIENCIES:

The dispositions of prior year's significant deficiencies are reported as items 22-01 to 22-09 on pages 19 to 20.