

**Town of Windsor Locks**  
**Request for Proposal- Auditing Services**  
Submitted Questions and Town Responses  
3/8/2024

Below are compiled questions we received in regards to the RFP issued on 2/19/24 for Auditing Services. If you believe we have missed any questions posed before Monday's deadline, please contact [finance@wlocks.com](mailto:finance@wlocks.com)

Thank you.

1. What systems are used for accounting, payroll, and other significant finance functions?  
A: Payroll: Kronos/UKG Workforce Ready (Town) Frontline (BOE)  
ERP: Tyler School ERP Pro (formerly Infinite Visions)  
GASB 87+96: Debtbook  
Fixed Assets: Thomson Reuters Fixed Assets CS
2. Are these all systems provided by a 3<sup>rd</sup> party vendor or are any developed and maintained in-house?  
A: Provided by 3<sup>rd</sup> party vendor.
3. Are SSAE18 SOC 1 reports available for core applications provided by 3<sup>rd</sup> party vendors?  
A: Yes
4. What is the total number of federal programs expected in FY23-24 and please provide an estimate of federal program expenditures for each.  
A: FY23 Federal Single Audit attached at the end of this document. We expect similar number and spending on federal grants.
5. Are internal controls and processes/procedures adequately documented and have key controls identified?  
A; Yes. Formal policies are adopted by our Board of Selectman and Board of Education. Procedures for job roles are documented in process memos.
6. Is there any internal audit function or internal risk management review carried out annually, and if so, to what extent?  
A; There is no internal audit team or committee. We use internal control systems to review adherence. (examples include segregation of duties, dual authorizations, review and sign off of reconciliations)
7. Are IT and Cybersecurity Risks actively managed and monitored on a formal basis?  
A: The Town contracts with an outside firm for IT services. As part of this agreement, the Town is provided security monitoring including access to a SOC for critical emergencies identified through the Town's monitoring software, as well as 24/7 external monitoring for identified security events through the organization's EDR solution. The BOE has an internal IT department managing security services separate from the Town. Both entities maintain separate cyber policies.
8. Have any external IT reviews been performed? (including penetration testing, cyber security reviews and related risk assessments).  
A: Yes. Security programs are in place with ongoing analysis including assistance from the Town's external IT service provider in developing internal IRP/AUP policies.
9. Please indicate any significant involvement of external management experts (actuaries, engineers, consultants, fiscal agents, etc.) with roles in the internal control or financial reporting functions. Have there been any delays in prior audits due to coordination between the management experts and your independent auditor?

A; The Town and BOE use an actuary firm for the GASB 74/75 disclosure. The Town and BOE participate in the CMERS program, and the BOE participates in TRB.

10. Please indicate the extent of audit adjustments being proposed by your independent auditor and accepted by management for recognition in the financial statements.

A; FY23 audit included 1 Adjusting entry, 4 reclassifying entries, and standard GASB34 entries.

11. Have there been any disagreements between management and your independent auditor during their tenure?

A; No

12. Please provide the fees paid for audit services for each of the past 3 years and indicate if there were any billings above contracted amounts for out of scope or additional services not contemplated at contract award.

A: FY22 Audit, fees paid in FY23 \$63,000  
FY21 Audit, fees paid in FY22 \$53,000  
FY20 Audit, fees paid in FY21 \$54,000

**TOWN OF WINDSOR LOCKS, CONNECTICUT**  
**FEDERAL SINGLE AUDIT REPORT**  
**YEAR ENDED JUNE 30, 2023**



CPAs | CONSULTANTS | WEALTH ADVISORS

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**TOWN OF WINDSOR LOCKS, CONNECTICUT  
TABLE OF CONTENTS  
YEAR ENDED JUNE 30, 2023**

<b>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</b>	<b>1</b>
<b>SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	<b>4</b>
<b>NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	<b>6</b>
<b>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 <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>7</b>
<b>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</b>	<b>9</b>



**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**

Board of Finance  
Town of Windsor Locks, Connecticut  
Windsor Locks, Connecticut

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

***Opinion on Each Major Federal Program***

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

In our opinion, Town of Windsor Locks, Connecticut complied, in all material respects, with the 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 (GAAS); 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 Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Town of Windsor Locks, 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 Town of Windsor Locks, 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 Town of Windsor Locks, Connecticut's federal 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 Town of Windsor Locks, 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 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 Town of Windsor Locks, Connecticut's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 Town of Windsor Locks, 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 Town of Windsor Locks, 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 Town of Windsor Locks, 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**

*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.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

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.

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, each major fund, and the aggregate remaining fund information of Town of Windsor Locks, Connecticut as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Town of Windsor Locks, Connecticut's basic financial statements. We have issued our report thereon, dated December 29, 2023, 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 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 basic 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.



**CliftonLarsonAllen LLP**

West Hartford, Connecticut  
December 29, 2023

**TOWN OF WINDSOR LOCKS, CONNECTICUT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED JUNE 30, 2023**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>United States Department of Agriculture</b>			
<i>Passed Through the State of Connecticut Department of Education:</i>			
Child Nutrition Cluster:			
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 106,098
National School Lunch Program	10.555	12060-SDE64370-20560	474,439
National School Lunch Program	10.555	12060-SDE64370-20560	256,800
School Breakfast Program	10.553	12060-SDE64370-20508	<u>211,390</u>
			\$ 1,048,727
State Administrative Expenses for Child Nutrition	10.560	12060-SDE64370-23126	45,980
P-EBT Local Admin	10.649	12060-SDE64370-29802	<u>2,512</u>
Total United States Department of Agriculture			<u>1,097,219</u>
<b>United States Department of Transportation</b>			
<i>Passed Through the State of Connecticut Department of Transportation:</i>			
Alcohol Open Container Requirements	20.607	12062-DOT57513-22091	<u>16,952</u>
Total United States Department of Transportation			<u>16,952</u>
<b>United States Department of Education</b>			
<i>Passed Through the State of Connecticut Department of Education:</i>			
Special Education Cluster (IDEA):			
Special Education_Grants to States	84.027	12060-SDE64370-20977-2023	278,821
Special Education_Grants to States	84.027	12060-SDE64370-20977-2022	136,824
Special Education_Grants to States	84.027	12060-SDE64370-20977-2021	13,920
Special Education_Preschool Grants	84.173	12060-SDE64370-20983-2023	<u>22,727</u>
			452,292
Education Stabilization Fund:			
COVID-19 ARP Special Education Grants	84425u	12060-SDE64370-23083-2022	10,329
COVID-19 American Rescue Plan - Emergency	84425u	12060-SDE64370-29636-2021	1,115,525
COVID-19 ESSERF K-12 Fund	84425d	12060-SDE64370-29571-2021	49,495
COVID-19 ESSERF K-12 Fund	84425d	12060-SDE64370-29571-2021	<u>305,497</u>
			1,480,846
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2023	287,133
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2022	<u>62,217</u>
			349,350
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2022	<u>42,830</u>
			42,830
Title IV - Student Support	84.424	12060-SDE64370-22854-2022	<u>22,141</u>
			22,141
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2022	6,250
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2022	<u>14,121</u>
			20,371
Education for Homeless Children and Youth	84.196	12060-SDE64370-20770-2022	13,135
Education for Homeless Children and Youth	84.196	12060-SDE64370-20770-2021	<u>1,250</u>
			14,385
Total United States Department of Education			<u>2,382,215</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.



**TOWN OF WINDSOR LOCKS, CONNECTICUT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS CONTINUED)**  
**YEAR ENDED JUNE 30, 2023**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>United States Department of the Treasury</b>			
<i>Passed Through the State of Connecticut Office of Early Childhood:</i>			
COVID-19 ARPA-School Readiness	21.027	12060-OEC64845-28227	\$ 9,749
<i>Passed Through the State of Connecticut Office of Policy and Management:</i>			
COVID-19 ARPA Local Fiscal Recovery EXP	21.027	12060-OPM20600-29669	<u>1,085,033</u>
Total United States Department of the Treasury			\$ 1,094,782
<b>United States Election Assistance Commission</b>			
<i>Passed Through the State of Connecticut Office of the Secretary of State:</i>			
Help America Vote Act Requirements Payments	90.401	12060-SOS12500-21465	<u>3,128</u>
Total United States Election Assistance Commission			<u>3,128</u>
Total Expenditures of Federal Awards			<u>\$ 4,594,296</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**TOWN OF WINDSOR LOCKS, CONNECTICUT**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**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 Town of Windsor Locks, 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 Town of Windsor Locks, 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 Windsor Locks, 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 for all awards. The information in the SEFA is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in the SEFA may differ from amounts presented in, or used in the preparation of, the basic financial statements. Pass-through entity identifying numbers are identified where available.

**NOTE 2 INDIRECT COST RECOVERY**

The Town of Windsor Locks, Connecticut, has elected not to use the 10% de minimis indirect cost rate provided under Section 200.414 of the Uniform Guidance.

**NOTE 3 NONCASH AWARDS**

Donated commodities in the amount of \$106,098 are included in the Department of Agriculture's National School Lunch Program, Assistance Listing #10.555. The amount represents the market value of commodities received.



**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**

Board of Finance  
Town of Windsor Locks, Connecticut  
Windsor Locks, 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 Town of Windsor Locks, Connecticut, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town of Windsor Locks, Connecticut's basic financial statements, and have issued our report thereon dated December 29, 2023

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Town of Windsor Locks, 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 the Town of Windsor Locks, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Windsor Locks, 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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. 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.

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. 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 or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Windsor Locks, 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*.

### **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 entity'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's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

West Hartford, Connecticut  
December 29, 2023

**TOWN OF WINDSOR LOCKS, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2023**

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***Section I – Summary of Auditors' Results***

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***Financial Statements***

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? \_\_\_\_\_ yes        x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes        x   none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes        x   no

***Federal Awards***

1. Internal control over major federal programs:
- Material weakness(es) identified? \_\_\_\_\_ yes        x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes        x   none reported
2. Type of auditors' report issued on compliance for federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes        x   no

***Identification of Major Federal Programs***

**Assistance Listing Number(s)**

84.425U/84.425D

21.027

**Name of Federal Program or Cluster**

COVID-19 Education Stabilization Fund

COVID-19 Coronavirus State and Local Fiscal Recovery Funds

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

\$   750,000  

Auditee qualified as low-risk auditee?

\_\_\_\_\_ yes        x   no

**TOWN OF WINDSOR LOCKS, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2023**

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).