

# TOWN OF MANSFIELD, CONNECTICUT

STATE SINGLE AUDIT REPORT  
JUNE 30, 2018

**TOWN OF MANSFIELD, CONNECTICUT  
STATE SINGLE AUDIT REPORT  
JUNE 30, 2018  
TABLE OF CONTENTS**

---

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	1-3
Schedule of Expenditures of State Financial Assistance	4-5
Notes to Schedule of Expenditures of State Financial Assistance	6
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>	7-8
Schedule of Findings and Questioned Costs	9-10

**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 Town Council  
Town of Mansfield, Connecticut

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

We have audited the Town of Mansfield, 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 Mansfield, Connecticut's major state programs for the year ended June 30, 2018. The Town of Mansfield, 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 Mansfield, 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 Mansfield, 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 qualified and unmodified opinions on compliance for major state programs. However, our audit does not provide a legal determination of the Town of Mansfield, Connecticut's compliance.

### ***Basis for Qualified Opinion on Child Day Care***

As described in the accompanying schedule of findings and questioned costs, the Town of Mansfield, Connecticut, did not comply with requirements regarding the Child Day Care as described in finding number 2018-001 for Eligibility. Compliance with such requirements is necessary, in our opinion, for the Town of Mansfield, Connecticut, to comply with the requirements applicable to that program.

### ***Qualified Opinion on Child Day Care***

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the Town of Mansfield, Connecticut, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on Child Day Care for the year ended June 30, 2018.

### ***Unmodified Opinion on Each of the Other Major State Programs***

In our opinion, the Town of Mansfield, 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 other major state programs identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2018.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the State Single Audit Act and which are described in the accompanying schedule of findings and questioned costs as item 2018-001 for Eligibility. Our opinion on each major state program is not modified with respect to these matters.

The Town of Mansfield, Connecticut's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs and corrective action plan. The Town of Mansfield, Connecticut's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### ***Report on Internal Control over Compliance***

Management of the Town of Mansfield, 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 Mansfield, 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 an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Mansfield, 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 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 state program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be significant deficiencies. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2018-001, that we consider to be a material weakness.

The Town of Mansfield, Connecticut's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Mansfield, Connecticut's response was not subjected to the 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 Town of Mansfield, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Mansfield, Connecticut's basic financial statements. We issued our report thereon dated December 21, 2018, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

West Hartford, Connecticut  
December 21, 2018

**TOWN OF MANSFIELD, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

<b>State Grantor/Pass-Through Grantor/ Program Title</b>	<b>State Grant Program Core-CT Number</b>	<b>Expenditures</b>
<b>Department of Education</b>		
Youth Service Bureau Enhancement	11000-SDE64370-16201	\$ 4,639
Child Nutrition State Match	11000-SDE64370-16211	7,774
Health Foods Initiative	11000-SDE64370-16212	14,785
Health and Welfare-Private School Pupil	11000-SDE64370-17034	9,014
School Breakfast Program	11000-SDE64370-17046	14,470
Youth Service Bureaus	11000-SDE64370-17052	<u>15,682</u>
Total Department of Education		<u>66,364</u>
<b>Connecticut State Library</b>		
Connecticard Payments	11000-CSL66051-17010	12,194
Historic Document Preservation	12060-CSL66094-35150	<u>5,000</u>
Total Connecticut State Library		<u>17,194</u>
<b>Department of Energy and Environmental Protection</b>		
CT Bikeway, Pedestrian, Recreational Rail and Greenway Program	12052-DEP44321-43314	<u>123,277</u>
<b>Department of Transportation</b>		
Bus Operations	12001-DOT57931-12175	32,350
Town Aid Road Grants-Municipal	12052-DOT57131-43455	\$ 209,895
Town Aid Road-STO	13033-DOT57131-43459	<u>209,895</u>
		<u>419,790</u>
Total Department of Transportation		<u>452,140</u>
<b>Office of Early Childhood</b>		
Early Care and Education - Child Day Care	11000-OEC64841-16274-83004	300,608
Child Care Quality Enhancement	11000-OEC64845-16158-82079	3,881
Early Care and Education - School Readiness in Competitive Grant Municipalities	11000-OEC64845-16274-83013	<u>120,637</u>
Total Office of Early Childhood		<u>425,126</u>
<b>Office of Policy and Management</b>		
Reimbursement Towns-Tax Loss on State Property	11000-OPM20600-17004	5,094,973
Reimbursement Property Tax-Disability Exemption	11000-OPM20600-17011	912
Property Tax Relief for Veterans	11000-OPM20600-17024	6,483
Local Capital Improvement Program	12050-OPM20600-40254	343,512

The accompanying notes are an integral part of this schedule

**TOWN OF MANSFIELD, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2018**

<b>State Grantor/Pass-Through Grantor/ Program Title</b>	<b>State Grant Program Core-CT Number</b>	<b>Expenditures</b>
Municipal Purposes and Projects	12052-OPM20600-43587	\$ 6,841
Neglected Cemetery Account	12060-OPM20600-35570	24,098
Total Office of Policy and Management		<u>5,476,819</u>
<b>Department of Social Services</b>		
Medicaid	11000-DSS60000-16020	<u>29,549</u>
<b>Total State Financial Assistance Before Exempt Programs</b>		<u>6,590,469</u>
<b>Exempt Programs</b>		
<b>Department of Education</b>		
Education Cost Sharing	11000-SDE64370-17041-82010	8,636,116
Excess Cost - Student Based	11000-SDE64370-17047	<u>47,259</u>
Total Department of Education		<u>8,683,375</u>
<b>Office of Policy and Management</b>		
Municipal Revenue Sharing	11000-OPM20600-17102	2,516,331
Municipal Stabilization Grant	11000-OPM20600-17104	1,626,768
Grants To Towns	12009-OPM20600-17005	<u>204,996</u>
Total Office of Policy and Management		<u>4,348,095</u>
Total Exempt Programs		<u>13,031,470</u>
<b>Total State Financial Assistance</b>		<u>\$ 19,621,939</u>

The accompanying notes are an integral part of this schedule

**TOWN OF MANSFIELD, CONNECTICUT  
NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

---

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the Town of Mansfield, Connecticut, under programs of the State of Connecticut for the year ended June 30, 2018. 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 Mansfield, 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 Mansfield, Connecticut.

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

The accounting policies of the Town of Mansfield, 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.

**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 Town Council  
Town of Mansfield, 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 Mansfield, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Mansfield, Connecticut's basic financial statements, and have issued our report thereon dated December 21, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Mansfield, 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 Mansfield, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Mansfield, 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 may exist that have not been identified.

## **Compliance and Other Matters**

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

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Mansfield, 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 Mansfield, 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 21, 2018

**TOWN OF MANSFIELD, CONNECTICUT  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 FOR THE YEAR ENDED JUNE 30, 2018**

---

**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? \_\_\_\_\_ yes X none reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ yes X no

**State Financial Assistance**

Internal control over major programs:

- Material weakness(es) identified? X yes \_\_\_\_\_ 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? X yes \_\_\_\_\_ no

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

State Grantor and Program	State Core-CT Number	Expenditures
Office of Policy and Management: Reimbursement Towns-Tax Loss on State Property	11000-OPM20600-17004	\$ 5,094,973
Local Capital Improvement Program	12050-OPM20600-40254	343,512
Office of Early Childhood: Early Care and Education - Child Day Care	11000-OEC64841-16274-83004	300,608
Dollar threshold used to distinguish between type A and type B programs:		\$ 200,000

**II. FINANCIAL STATEMENT FINDINGS**

No matters were reported.

**III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS**

**2018-001**                      Eligibility

**Grantor**                      Office of Early Childhood

**Program**                      Child Day Care

**Core-CT Number**            11000-OEC64841-16274-83004

<b>Criteria</b>	<ul style="list-style-type: none"> <li>• When a family’s income reaches or exceeds the 75% state median income level, the child may remain in the program as long as the family pays the applicable fee.</li> <li>• Contractors are required to determine family income eligibility before enrollment. Families are required to submit written documentation as the primary source of verification.</li> </ul>
<b>Condition</b>	<ul style="list-style-type: none"> <li>• One participant’s fee was determined at a lower rate than the applicable fee per OEC guideline.</li> <li>• Two participants did not have documentation to confirm family income for 2017.</li> </ul>
<b>Questioned Costs</b>	None noted.
<b>Context</b>	The sample population was eight.
<b>Effect</b>	Within the sample, the daycare charged the wrong fee and enrolled students without receiving the required income documentation.
<b>Cause</b>	This was an oversight that was not detected by the Director.
<b>Recommendation</b>	We recommend that the Town implement procedures for a second level of review on all applications to ensure that all required documents are received and fee calculations are accurate prior to enrollment.
<b>Management Response and Planned Corrective Action</b>	The Mansfield Discovery Depot will set up a process whereby a Board member reviews all fee determinations and signs off on them.