

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



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**TOWN OF WINDSOR, CONNECTICUT
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**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**

Town Council and Finance Committee
Town of Windsor, Connecticut

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Town of Windsor, 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 the Town of Windsor, Connecticut's major federal programs for the year ended June 30, 2023. The Town of Windsor, 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, the Town of Windsor, 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 the Town of Windsor, 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 the Town of Windsor, Connecticut's compliance with the compliance requirements referred to above.

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 the Town of Windsor, 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 the Town of Windsor, 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 the Town of Windsor, 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 the Town of Windsor, 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 the Town of Windsor, 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, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Windsor, 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, Connecticut's basic financial statements. We have issued our report thereon dated February 7, 2024, 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
February 7, 2024

**TOWN OF WINDSOR, 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
United States Department of Agriculture			
<i>Passed Through the State of Connecticut Office of the State Treasurer:</i>			
Child Nutrition Cluster:			
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 234,103
National School Lunch Program	10.555	12060-SDE64370-20560	955,297
School Breakfast Program	10.553	12060-SDE64370-20508	322,974
Summer Food Service Program for Children	10.559	12060-SDE64370-20540	4,047
Summer Food Service Program for Children	10.559	12060-SDE64370-20548	<u>424</u>
			\$ 1,516,845
Child and Adult Care Food Program	10.558	12060-SDE64370-20518	6,946
Child and Adult Care Food Program	10.558	12060-SDE64370-20544	<u>748</u>
			7,694
State Administrative Expenses for Child Nutrition	10.560	12060-SDE64370-23126	104,185
P-EBT Local Admin	10.649	12060-SDE64370-29802	<u>7,531</u>
			1,636,255
United States Department of Transportation			
<i>Passed Through the State of Connecticut Department of Housing:</i>			
Highway Planning and Construction	20.205	12062-DOT57124-22108	5
United States Department of Education			
<i>Passed Through the State of Connecticut Office of the State Treasurer:</i>			
Special Education Cluster (IDEA):			
Special Education_Grants to States	84.027	12060-SDE64370-20977-2023	753,704
Special Education_Grants to States	84.027	12060-SDE64370-20977-2022	291,904
Special Education_Grants to States	84.027	12060-SDE64370-20977-2021	3,516
Special Education_Preschool Grants	84.173	12060-SDE64370-20983-2023	25,900
Special Education_Preschool Grants	84.173	12060-SDE64370-20983-2022	<u>7,832</u>
			1,082,856
Education Stabilization Fund:			
COVID-19 ARP Special Education Grants	84.425u	12060-SDE64370-23083-2022	101,434
COVID-19 American Rescue Plan - Emergen	84.425u	12060-SDE64370-29636-2021	807,669
COVID-19 ESSERF K-12 Fund	84.425d	12060-SDE64370-29571-2021	<u>981,269</u>
			1,890,372
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2023	635,461
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2022	10,375
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2021	<u>1,382</u>
			647,218
Career and Technical Education -- Basic Grants to States	84.048	12060-SDE64370-20742-2023	53,854
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2023	56,788
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2022	<u>21,749</u>
			78,537
Title IV - Student Support	84.424	12060-SDE64370-22854-2023	13,785
Title IV - Student Support	84.424	12060-SDE64370-22854-2022	<u>25,001</u>
			38,786
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2022	1,800

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**TOWN OF WINDSOR, 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
United States Department of Education (Continued)			
<i>Passed Through Capitol Region Education Council:</i>			
State Family Engagement Center	84.310a	Not Available	\$ 5,434
Total United States Department of Education			3,798,857
United States Department of Health and Human Services			
<i>Passed Through the State of Connecticut Department of Insurance:</i>			
Preventive Health and Health Services Block Grant	93.758	12060-DPH48857-22664	2,758
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	12060-DPH48551-29582	\$ 3,309
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	12060-DPH48615-29582	26,803
			<u>30,112</u>
Total United States Department of Health and Human Services			32,870
United States Department of the Treasury			
<i>Passed Through the State of Connecticut Office of the State Treasurer:</i>			
COVID-19 ARPA-Free Meals for Students	21.027	12060-SDE64370-28105	616,461
<i>Passed Through the State of Connecticut Mental Health and Addiction Services:</i>			
COVID-19 ARPA-School Readiness	21.027	12060-OEC64845-28227-2023	16,560
<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>1,312,642</u>
			1,945,663
United States Environmental Protection Agency			
<i>Passed Through the State of Connecticut Division of Criminal Justice:</i>			
State Clean Diesel Grant Program	66.040	12060-DEP43520-22319	25,814
United States Election Assistance Commission			
<i>Passed Through the State of Connecticut Department on Aging:</i>			
Help America Vote Act Requirements Payments	90.401	12060-SOS12500-21465	<u>3,338</u>
Total Expenditures of Federal Awards			<u><u>\$ 7,442,802</u></u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**TOWN OF WINDSOR, 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, 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, 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, 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. Under these principles certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 2 INDIRECT COST RECOVERY

The Town of Windsor, 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 \$234,103 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**

Town Council and Finance Committee
Town of Windsor, 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, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Windsor, 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, Connecticut's basic financial statements, and have issued our report thereon dated February 7, 2024.

Report on Internal Control Over Financial Reporting

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

We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001 that we consider to be a material weakness.

Report on Compliance and Other Matters


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

Town of Windsor, Connecticut’s Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the Town of Windsor, Connecticut’s response to the identified finding in our audit and described in the accompanying schedule of findings and questioned costs. The Town of Windsor, Connecticut’s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 Windsor, 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 Windsor, Connecticut’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

West Hartford, Connecticut
February 7, 2024

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

Section I – Summary of Auditors’ Results

Financial Statements

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? x yes 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)	Name of Federal Program or Cluster
10.553/10.555/10.559	Child Nutrition Cluster
21.027	COVID-19 Coronavirus State and Local Fiscal Recovery Funds
84.027/84.173	Special Education Cluster
84.425U/84.425D	COVID-19 – Education Stabilization Funds

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? x yes no

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

Section II – Financial Statement Findings

2023-001	General Ledger Maintenance
Type of Finding:	Material Weakness in Internal Control over Financial Reporting
Criteria or Specific Requirement	One of the many responsibilities of management is to establish and maintain effective internal controls in order to ensure that the financial statements are fairly presented in accordance with accounting principles generally accepted in the United States of America. Developing strong controls and procedures regarding the information posted within the financial management system ensure the Town that the information is being accurately presented, allowing the governing body to make sound financial decisions on a timely basis.
Condition	<p>During the current year audit the following errors and corrections were noted and required adjustment to the July 1, 2022 balances:</p> <ul style="list-style-type: none"> • Funds were improperly classified as special revenue funds that did not qualify per the requirements of GASB Statement No. 54. • The LOSAP investment account was improperly excluded from the financial statements. • Capital project grants receivable were incorrectly classified as unearned revenue for governmental activities. • Pension and OPEB activities were not properly allocated to the Enterprise Funds and Business-Type Activities. • Educational Grants Program Fund did not properly accrue revenue from prior years. • Construction-in-progress opening balance included costs which were incorrectly capitalized. • Internal Service Fund activity was not properly allocated to the Enterprise Funds and Business-Type Activities. • Premiums related to the issuance of bonds were improperly amortized.
Context	Material audit adjustments were made based on the results of audit procedures performed.
Effect	The financial statements would not be materially correct without the audit adjustments.
Cause	The Town does not have adequate internal control policies and procedures.
Recommendation	We recommend that the Town enhance their controls policies and procedures over their general ledger review and maintenance to ensure account balances at year-end are updated and material entries are not required in the future.
Views of Responsible Officials	Management agrees with the auditors' recommendations.

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

Section III – Findings and Questioned Costs – Major Federal Programs

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