



Audit Committee Report

Annual Town Meeting

May 2025

Audit Committee

- Current Members:

Carolyn Ferguson (Chair), Ellen Needham, Chris Trakas, Jeremy Zuidema
- “...shall report to the Annual Town Meeting on the ongoing compliance with the Management Letter and internal control recommendations”
 - There are no current year suggestions from our auditing firm for opportunities to strengthen internal controls and operating efficiency

6/30/2023 Management Letter

Purchase Orders Dated After Invoice

During expenditure testing we noted that a number of purchase orders were dated past their corresponding invoice dates. Creating purchase orders after the invoice is received bypasses the Town's purchasing policies and defeats the control that a purchase order system is intended to provide. Purchase orders play a primary role as they allow the Town to ensure that budgetary funds are available and that the purchase has been properly approved before funds are expended.

Recommendation

We recommend the Town Accountant's Office as well as the Town Administrator's Office work with the Departments found to be in violation of Town policy regarding the use of purchase orders.

Status: Continuing Recommendation

The Town Accountant's Office is continuing to work with the town departments on the correct use of purchase orders, and the need to create the purchase order before the invoice is received.

6/30/22 Management Letter

General Long-Term Debt Account Group (GLTDAG)

The GLTDAG fund had not been updated for new long-term debt issuances in the current year. As a result, the fund did not reconcile to the Treasurer's records or the statement of indebtedness.

Status: Closed

The GLTDAG fund is now reconciled with the Treasurer's long-term debt records, the general ledger accounts are consistent between the Accounting Office and the Treasurer's Office.