

TOWN OF WINDSOR, CONNECTICUT

FEDERAL SINGLE AUDIT REPORT

JUNE 30, 2024



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TOWN OF WINDSOR, CONNECTICUT
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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE 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 the Major Federal Program

Opinion on the 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 the Town of Windsor, Connecticut's major federal program for the year ended June 30, 2024. The Town of Windsor, Connecticut's major federal program is 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 the major federal program for the year ended June 30, 2024.

Basis for Opinion on the 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 the 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.

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 the Town of Windsor, Connecticut's federal program.

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 the 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.

Town Council and Finance Committee
Town of Windsor, Connecticut

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 the 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, 2024, 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 December 2, 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

CliftonLarsonAllen LLP

West Hartford, Connecticut
December 2, 2024

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

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 Department of Education:</i>								
Child Nutrition Cluster:								
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 105,865	\$ -	-			
National School Lunch Program	10.555	12060-SDE64370-20560	871,816					
School Breakfast Program	10.553	12060-SDE64370-20508	333,789					
Summer Food Service Program for Children	10.559	12060-SDE64370-20540	7,739					
Summer Food Service Program for Children	10.559	12060-SDE64370-20548	811					
					1,320,020			
Child and Adult Care Food Program	10.558	12060-SDE64370-20518	11,997					
Child and Adult Care Food Program	10.558	12060-SDE64370-20544	1,214					
					13,211			
State Administrative Expenses for Child Nutrition	10.560	12060-SDE64370-23126			84,826			
P-EBT Local Admin	10.649	12060-SDE64370-29802			4,571			
<i>Passed Through the State of Connecticut Department of Agriculture:</i>								
Farm and Ranch Lands Protection Program	10.913	12060-DAG42720-26169			10			
Total United States Department of Agriculture					1,422,638			
United States Department of Transportation								
<i>Passed Through the State of Connecticut Department of Transportation:</i>								
Highway Planning and Construction	20.205	12062-DOT57124-22108			468,404			

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, 2024

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

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			
<i>Passed Through the State of Connecticut Department of Education:</i>			
Special Education Cluster (IDEA):			
Special Education Grants to States	84.027	12060-SDE64370-20977-2024	\$ 753,059
Special Education Grants to States	84.027	12060-SDE64370-20977-2023	275,873
Special Education Grants to States	84.027	12060-SDE64370-20977-2024	2,645
Special Education Grants to States	84.027	12060-SDE64370-20977-2023	4,067
Special Education Preschool Grants	84.173	12060-SDE64370-20983-2024	24,169
Special Education Preschool Grants	84.173	12060-SDE64370-20983-2023	3,078
			<u>1,062,891</u>
Education Stabilization Fund:			
COVID-19 ARP Special Education Grants	84.425U	12060-SDE64370-23083-2022	11,709
COVID-19 American Rescue Plan - Emergency	84.425U	12060-SDE64370-29636-2021	2,457,263
COVID-19 Preschool Grants (ARPA)	84.425U	12060-SDE64370-29732-2022	5,672
COVID-19 ESSER II Funds Bonus Special Populations	84.425D	12060-SDE64370-29571-2021	6,869
			<u>2,481,513</u>
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2024	626,277
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2023	<u>24,787</u>
			<u>651,064</u>
Career and Technical Education -- Basic Grants to States	84.048	12060-SDE64370-20742-2024	56,318
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2024	47,674
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2023	<u>45,429</u>
			<u>93,103</u>
Title IV - Student Support	84.424	12060-SDE64370-22854-2024	3,821
Title IV - Student Support	84.424	12060-SDE64370-22854-2023	<u>34,236</u>
			<u>38,057</u>
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2023	9,432
<i>Direct:</i>			
State Family Engagement Center	84.310A		<u>5,000</u>
Total United States Department of Education			<u>4,397,378</u>

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, 2024

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

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 Justice			
<i>Passed Through the State of Connecticut Office of Policy and Management:</i>			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	12060-OPM20350-21921	\$ 12,500
United States Department of Health and Human Services			
<i>Direct:</i>			
Aging Cluster:			
Special Programs for the Aging Title III, Part B			
Grants for Supportive Services and Senior Centers	93.044		17,549
<i>Passed Through the State of Connecticut Department of Public Health:</i>			
Epidemiology and Laboratory Capacity for Infectious Diseases	93.323	12060-DPH48551-29582	62,044
Immunization Cooperative Agreements	93.268	12060-DPH48664-29654	26,430
<i>Direct:</i>			
Public Health Emergency Preparedness	93.069	12060-DPH48557-22333	34,841
Block Grants for Prevention and Treatment of Substance Abuse	93.959	12060-MHA53300-21782	5,342
Total United States Department of Health and Human Services			<u>146,206</u>
United States Department of the Treasury			
<i>Passed Through the State of Connecticut Department of Education:</i>			
COVID-19 ARPA-Free Meals for Students	21.027	12060-SDE64370-28105	434,765
COVID-19 ARPA-Right to Read	21.027	12060-SDE64370-29732	73,966
<i>Passed Through the State of Connecticut Office of Early Childhood:</i>			
COVID-19 ARPA - Stabilization	21.027	12060-OEC64806-29647	70,130
COVID-19 ARPA-School Readiness	21.027	12060-OEC64845-28227-2024	12,000
COVID-19 ARPA-School Readiness	21.027	12060-OEC64845-28227-2023	3,120
COVID-19 ARPA-School Readiness	21.027	12060-OEC64845-28227-2022	
<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	4,043,295
<i>Passed Through the State of Connecticut Department of Rehabilitation Services:</i>			
COVID-19 ARPA-Senior Centers	21.027	12060-SDR63901-28009	4,017
<i>Passed Through the State of Connecticut Department of Social Services:</i>			
COVID-19 ARPA Local Fiscal Recovery EXP	21.027	12060-DSS60506-28191	<u>5,472</u>
Total Expenditures of Federal Awards			<u>\$ 11,093,891</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, 2024

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, 2024. 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 \$105,865 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, 2024, 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 December 2, 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 were not identified.

We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001, 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

CliftonLarsonAllen LLP

West Hartford, Connecticut
December 2, 2024

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024

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?	<input checked="" type="checkbox"/>	yes	<input type="checkbox"/>	no
• Significant deficiency(ies) identified?	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>	none reported
3. Noncompliance material to financial statements noted?	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>	no

Federal Awards

1. Internal control over major federal programs:				
• Material weakness(es) identified?	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>	no
• Significant deficiency(ies) identified?	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>	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)?	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>	no

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
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21.027	COVID-19 Coronavirus State and Local Fiscal Recovery Funds
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Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

yes no

TOWN OF WINDSOR, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024

Section II – Financial Statement Findings

2024-001	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 Pension and OPEB activities were identified as improperly allocated to the Enterprise and Business-Type Activities due to incorrect allocation factors and required an adjustment to the July 1, 2023 balances.</p> <p>The Capital Projects Fund improperly reported a receivable balance for expenditures which were not incurred and required a material adjustment to the June 30, 2024 balances.</p>
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.

Section III – Findings and Questioned Costs – Major Federal Programs

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



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