

**TOWN OF BURLINGTON, CONNECTICUT**  
**STATE SINGLE AUDIT REPORT**  
**JUNE 30, 2022**



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE 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**

Board of Finance  
Town of Burlington, Connecticut

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

***Opinion on the Major State Program***

We have audited the Town of Burlington, Connecticut's compliance with the types of compliance requirements identified as subject to audit in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on the Town of Burlington, Connecticut's major state program for the year ended June 30, 2022. The Town of Burlington, Connecticut's major state 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 Burlington, Connecticut complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major state program for the year ended June 30, 2022.

***Basis for Opinion on the Major State 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 State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Our responsibilities under those standards and the State Single Audit Act 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 Burlington, 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 state program. Our audit does not provide a legal determination of the Town of Burlington, 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 Burlington, Connecticut's state 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 Burlington, 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 State Single Audit 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 Burlington, Connecticut's compliance with the requirements of the major state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit Act, 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 Burlington, 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 Burlington, 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 State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of the Town of Burlington, 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 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.

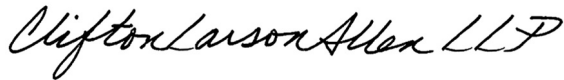
Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant 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 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 Burlington, Connecticut and the related notes to the financial statements, which collectively comprise the Town of Burlington, Connecticut's basic financial statements as of and for the year ended June 30, 2022, and have issued our report thereon dated November 15, 2022, 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 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 state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.



**CliftonLarsonAllen LLP**

West Hartford, Connecticut  
November 15, 2022

**TOWN OF BURLINGTON, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
YEAR ENDED JUNE 30, 2022**

| <b>State Grantor/Pass-Through Grantor/<br/>Program Title</b>   | <b>State Grant Program<br/>Core-CT Number</b> | <b>Expenditures</b>        |
|--|---|----------------------------|
| <b>Connecticut State Library</b>                               |   |                            |
| Connecticard Payments  | 11000-CSL66051-17010                          | \$ 1,464                   |
| Historic Document Preservation                                 | 12060-CSL66094-35150                          | 5,500                      |
| Total Connecticut State Library                                |   | <u>6,964</u>               |
| <b>Department of Housing</b>                                   |   |                            |
| Bond Fund Consolidtn Receipts                                  | 12039-DOH46920-40233                          | <u>1,932</u>               |
| <b>Department of Transportation</b>                            |   |                            |
| Bus Operations   | 12001-DOT57931-12175                          | 20,717                     |
| Town Aid Road Grants-Municipal                                 | 12052-DOT57131-43455                          | 131,287                    |
| Town Aid Road-STO  | 13033-DOT57131-43459                          | 131,287                    |
| Local Transportation Capital Program                           | 13033-DOT57197-43584                          | 3,093                      |
| Local Transportation Capital Improvement Program               | 13033-DOT57000-43584                          | 82,591                     |
| Total Department of Transportation                             |   | <u>368,975</u>             |
| <b>Office of Policy and Management</b>                         |   |                            |
| Reimbursement Property Tax-Disability Exemption                | 11000-OPM20600-17011                          | 487                        |
| Property Tax Relief For Veterans                               | 11000-OPM20600-17024                          | 935                        |
| Tiered PILOT   | 11000-OPM20600-17111                          | 30,807                     |
| Local Capital Improvement                                      | 12050-OPM20600-40254                          | 75,000                     |
| Municipal Purposes & Projects                                  | 12052-OPM20600-43587                          | 15,300                     |
| MRSA- Tiered PILOT   | 12060-OPM20600-35691                          | 10,948                     |
| Total Office of Policy and Management                          |   | <u>133,477</u>             |
| <b>Total State Financial Assistance Before Exempt Programs</b> |   | <u>511,348</u>             |
| <b>Exempt Programs</b>   |   |                            |
| <b>Department of Education</b>                                 |   |                            |
| Education Cost Sharing   | 11000-SDE64370-17041-82010                    | <u>3,995,268</u>           |
| <b>Office of Policy and Management</b>                         |   |                            |
| Municipal Stabilization Grant                                  | 11000-OPM20600-17104                          | <u>34,417</u>              |
| Total Exempt Programs  |   | <u>4,029,685</u>           |
| <b>Total State Financial Assistance</b>                        |   | <u><u>\$ 4,541,033</u></u> |

See accompanying Notes to Schedule of Expenditures of State Financial Assistance.

**TOWN OF BURLINGTON, CONNECTICUT  
NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
YEAR ENDED JUNE 30, 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the Town of Burlington, Connecticut, under programs of the state of Connecticut for the year ended June 30, 2022. 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 Burlington, 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 Burlington, Connecticut.

**Basis of Accounting**

The accounting policies of the Town of Burlington, 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***

Board of Finance  
Town of Burlington, Connecticut

We have audited, in accordance with 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 Burlington, Connecticut, as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the Town of Burlington, Connecticut's basic financial statements and have issued our report thereon dated November 15, 2022.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Town of Burlington, 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Burlington, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Burlington, 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 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 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. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item 2022-001 to be a significant deficiency.

**Report on Compliance and Other Matters**

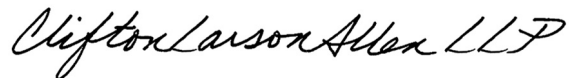
As part of obtaining reasonable assurance about whether the Town of Burlington, Connecticut's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have 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*.

**The Town of Burlington, Connecticut's Response to Findings**

The Town of Burlington, Connecticut's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Burlington, Connecticut's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

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



**CliftonLarsonAllen LLP**

West Hartford, Connecticut  
November 15, 2022

**TOWN OF BURLINGTON, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2022**

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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?   x   yes      \_\_\_\_\_ none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes        x   no

**State Financial Assistance**

1. Internal control over major 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 major programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with Section 4-336-24 of the Regulations to the State Single Audit Act? \_\_\_\_\_ yes        x   no

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

| <u>State Grantor and Program</u> | <u>State Core-CT Number</u> | <u>Expenditures</u> |
|----------------------------------|-----------------------------|---------------------|
| Department of Transportation:    |                             |                     |
| Town Aid Road Grants - Municipal | 12052-DOT57131-43455        | \$ 131,287          |
| Town Aid road - STO              | 13033-DOT57131-43459        | 131,287             |

Dollar threshold used to distinguish between Type A and Type B state program: \$   100,000

**TOWN OF BURLINGTON, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2022**

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

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|                                       |   |
|---------------------------------------|---|
| <b>2022-001</b>                       | Segregation of Duties - Significant Deficiency  |
| <b>Criteria</b>                       | Proper segregation of duties is required to ensure the safeguarding of the Town's assets and appropriate financial reporting.   |
| <b>Condition</b>                      | <p>During the audit the following issues with segregation of duties were noted:</p> <ul style="list-style-type: none"><li>• The treasurer has the ability to open cash accounts for the Town, create wire transfers, prepare bank reconciliations, and propose adjustments to the Town's general fund as a result of the bank reconciliations.</li><li>• The records of the senior housing fund are maintained by the treasurer on a system outside the general ledger, while the bookkeeping is performed by a relative of the treasurer, including deposits, disbursements, and reconciliations. Records are not provided to the Town on a regular basis.</li></ul> |
| <b>Context</b>                        | Lack for segregation of duties makes the Town vulnerable to potential fraud.  |
| <b>Effect</b>                         | Audit adjustments were required for the prior year audit entries not posted.  |
| <b>Cause</b>                          | Improper internal control structure.  |
| <b>Recommendation</b>                 | We recommend that the Town implement proper segregation of duties for the role of the treasurer, including dividing the financial responsibilities and reconciliations of Town accounts. We further recommend the Town implement procedures to oversee and review the financial records of the senior housing fund.   |
| <b>Views of Responsible Officials</b> | The Town agrees with the finding and will work to resolve it.   |

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***Section III – Findings and Questioned Costs – State Financial Assistance***

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Our audit did not disclose any matters required to be reported in accordance with the State Single Audit Act.