

TOWN OF BROOKFIELD, MASSACHUSETTS

**INDEPENDENT AUDITOR'S REPORTS PURSUANT
TO GOVERNMENTAL AUDITING STANDARDS
AND UNIFORM GUIDANCE**

FOR THE YEAR ENDED JUNE 30, 2020

TOWN OF BROOKFIELD, MASSACHUSETTS

**Independent Auditors' Reports Pursuant
To Governmental Auditing Standards
And Uniform Guidance**

For the Year Ended June 30, 2020

TABLE OF CONTENTS

	<u>Page</u>
TABLE OF CONTENTS	2
 INDEPENDENT AUDITOR'S 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>	3-4
Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Federal Awards Required by the Uniform Guidance	5-6
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS.....	7
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS.....	8
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS	9
 SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS	10

**INDEPENDENT AUDITOR'S 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 Honorable Board of Selectmen
Town of Brookfield, Massachusetts

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, each major fund, and the aggregate remaining fund information of the Town of Brookfield, Massachusetts, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Brookfield, Massachusetts' basic financial statements, and have issued our report thereon dated August 10, 2021. Our opinion on the financial statements of the Town of Brookfield, Massachusetts was an adverse opinion because management has not presented government-wide financial statements to display the financial position and changes in financial position of its governmental activities.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Brookfield, Massachusetts' 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 Brookfield, Massachusetts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Brookfield, Massachusetts' 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 Brookfield, Massachusetts' 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Scanlon and Associates, LLC

Scanlon & Associates, LLC
South Deerfield, Massachusetts

August 10, 2021

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Board of Selectmen
Town of Brookfield, Massachusetts

Report on Compliance for Each Major Federal Program

We have audited the Town of Brookfield, Massachusetts' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town of Brookfield, Massachusetts' major federal programs for the year ended June 30, 2020. The Town of Brookfield, Massachusetts' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Brookfield, Massachusetts' major federal 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 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). Those standards and the Uniform Guidance 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 federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Brookfield, Massachusetts' 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 opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Brookfield, Massachusetts' compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Brookfield, Massachusetts, 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 major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the Town of Brookfield, Massachusetts, 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 Brookfield, Massachusetts' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Brookfield, Massachusetts' 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 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 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. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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, each major fund, and the aggregate remaining fund information of the Town of Brookfield, Massachusetts, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Brookfield, Massachusetts' basic financial statements. We issued our report thereon dated August 10, 2021, which contained an adverse opinion on those financial statements because management has not presented government-wide financial statements to display the financial position and changes in financial position of its governmental activities. 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 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.

Scanlon and Associates, LLC

Scanlon & Associates, LLC
South Deerfield, Massachusetts
August 10, 2021

**TOWN OF BROOKFIELD, MASSACHUSETTS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identification Number	Passed Through to Subrecipients	Total Federal Expenditures
U. S. Department of Agriculture				
Passed Through Commonwealth of Massachusetts				
Department of Elementary and Secondary Education:				
Child Nutrition Cluster:				
School Breakfast Program	10.553	14-045	\$ - \$	10,830
School Breakfast Program - COVID-19	10.553	14-045	-	9,957
National School Lunch Program	10.555	14-045	-	39,940
National School Lunch Program - COVID-19	10.555	14-045	-	15,751
Non-Cash Financial Assistance - Commodities	10.555	14-045	-	12,599
Total U. S. Department of Housing and Urban Development			-	89,077
U. S. Department of Housing and Urban Development				
Passed Through Commonwealth of Massachusetts				
Executive Office of Communities and Development:				
Community Development Block Grants/State's Program:				
Community Development Fund - 2017	14.228	0792	-	140,185
Community Development Fund - 2018	14.228	0821	-	698,161
Total U. S. Department of Housing and Urban Development			-	838,346
U. S. Department of Treasury				
Passed Through Commonwealth of Massachusetts				
Department of Revenue:				
Coronavirus Relief Fund	21.019		-	17,852
Total U. S. Department of Treasury			-	17,852
U. S. Department of Education				
Passed Through Tantasqua Regional School District:				
Title I - 2019	84.010		-	2,882
Title I - 2020	84.010		-	45,000
Total U. S. Department of Education			-	47,882
U. S. Department of Homeland Security				
Direct Program:				
Assistance to Firefighters Grant No. EMW-2018-FO-02519	97.044		-	133,561
Passed Through Commonwealth of Massachusetts				
Emergency Management Agency:				
Disater Grants Public Assistance -				
March 2018 Severe Winter Snow Storm	97.036	FEMA-DR-4379-MA	-	458
Community Emergency Response Teams	97.067		-	2,600
Total U. S. Department of Homeland Security			-	136,619
TOTAL FEDERAL AWARDS EXPENDED			\$ - \$	1,129,776

The Notes to the Schedule of Expenditures of Federal Awards are an integral part of this Schedule.

TOWN OF BROOKFIELD, MASSACHUSETTS
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2020

NOTE A – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Town of Brookfield, Massachusetts, under programs of the federal government for the year ended June 30, 2020. The information in this 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 Brookfield, Massachusetts, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Brookfield, Massachusetts.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE C – INDIRECT COSTS

The Town of Brookfield, Massachusetts, did not use the de minimus cost rate. The Town of Brookfield, Massachusetts, has not charged any indirect costs to any of its federal award programs.

**TOWN OF BROOKFIELD, MASSACHUSETTS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: *Adverse*

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? ☐ Yes ☒ No

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? ☐ Yes ☒ None Reported

Type of Auditor’s Report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
14.228	U. S. Department of Housing and Urban Development - Community Development Block Grants/State’s Program

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

Auditee qualified as low-risk auditee? ☐ Yes ☒ No

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

SECTION IV – PRIOR YEAR FINDINGS

Status of prior year findings are reported following on page 10.

**TOWN OF BROOKFIELD, MASSACHUSETTS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2020**

Finding 2019-001

Material Weakness in Internal Control Over Financial Reporting – Cash and Investment Reconciliation Procedures

Condition:

During FY2019, the individual bank statement reconciliations were not being performed timely and properly with reconciling items documented and a Treasurer's cashbook was not properly maintained, resulting in lack of effective and periodic reconciliation of the Treasurer's records to the Town Accountant's general ledger.

Current Status:

In the beginning of FY2020 the Town retained an outside firm to provide outsourced accounting services and was also able to retain a consultant to perform the duties of Treasurer mid-year. As such the two departments were able to work to straighten out past variances and start a process of cash reconciliations. In FY2021 the Town retained the same Treasurer's consultant to stay on and perform outsourced Treasurer services. All cash reconciliations are now completed monthly between the Accountant and Treasurer's offices. The Treasurer's cashbook is balanced properly to the bank statements.

Finding 2019-002

Material Weakness in Internal Control Over Financial Reporting – Water Department

Condition:

During FY2019, various control deficiencies existed within the water department, including accounts receivable subsidiary records were not effectively reconciled to the general ledger, no support documentation was retained from customers paying their water bills, and the water department clerk in charge of collecting payments was also the town treasurer and collected payments, prepared departmental turnovers and deposited into the town's bank accounts.

Current Status:

The same process continued through FY2020, however in FY2021, the Water Department clerk was removed from all duties in the Treasurer's office. The Water Department and the Accountant's office began quarterly reconciliations, with a goal of monthly reconciliations by the end of FY2021.

Finding 2019-003

Material Weakness in Internal Control Over Financial Reporting – Accounts Receivable Reconciliations

Condition:

During FY2019, effective procedures were not in place to reconcile the Tax Collector's accounts receivable subsidiary records to the general ledger.

Current Status:

In the beginning of FY2020 the Town retained an outside firm to provide outsourced accounting services. The Accountant and Collector now balance all receivable accounts monthly and closed FY2020 with no variances.