

To the Board of Finance
Town of Ashford, Connecticut

In planning and performing our audit of the financial statements of the Town of Ashford, Connecticut (the "Town") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our 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's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

During our audit, we also became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency:

SEPARATION OF DUTIES - LIBRARY

Condition:

The Library Director is responsible for receiving invoices, entering them into the QuickBooks file, and then preparing and signing the checks.

Recommendation:

We recommend that the Library Director maintain view access to the bank statements but no longer be able to sign the checks. Another individual, such as a Board of Trustees member, should be authorized as the signer and review the supporting documentation prior to signing the checks prepared by the Library Director.

Management Response:

Per the recommendation of the auditor, we have agreed that a designated trustee will be responsible for signing the checks prepared by the Library Director. Our Treasurer will continue to review the invoices prior to payment. In addition, the Board will review and revise our fiscal procedures.

GENERAL LEDGER MAINTENANCE – SAF/CAFÉ/SCHOLARSHIPS

Condition:

During FY2021, the Student Activities Fund, Cafeteria Fund, and the Scholarships Fund were all combined into one QuickBooks file. General ledger exports from the QuickBooks file needed to be used and adjustments made to prepare full trial balances for financial reporting purposes.

Recommendation:


We recommend that the Student Activities Fund, Cafeteria Fund, and Scholarships Fund be set up in the InfiniteVision accounting software as separate funds and that full trial balances are maintained for these funds.

Management Response:

In June 2021, the Board of Education hired a new Business Manager who has experience with the Infinite Vision accounting software. The new Business Manager has already set up the Student Activities, Cafeteria, and Scholarship Funds inside the Infinite Vision accounting software. The funds are being tracked in the Infinite Visions software starting with transactions in the July 1, 2021 fiscal year.

This communication is intended solely for the information and use of management, members of the Board of Finance, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script that reads "King, King & Associates".

King, King & Associates, CPAs
Winsted, CT
October 18, 2021