

***TOWN OF BRAINTREE, MASSACHUSETTS***

***REPORTS ON FEDERAL AWARD PROGRAMS***

***FISCAL YEAR ENDED JUNE 30, 2011***

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**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**

100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
www.powersandsullivan.com

To the Honorable Mayor and the Town Council  
Town of Braintree, Massachusetts

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 Braintree, Massachusetts, as of and for the year ended June 30, 2011 (December 31, 2010 for the Braintree Contributory Retirement System and the Braintree Electric Light Department), which collectively comprise the Town's basic financial statements and have issued our report thereon dated November 29, 2011. Our report includes a reference to other auditors. We conducted our audit 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. Other auditors audited the financial statements of the Braintree Electric Light Department, as described in our report on the Town of Braintree, Massachusetts' financial statements. The financial statements of the Braintree Electric Light Department were not audited in accordance with *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Town of Braintree, Massachusetts' internal control over financial reporting as a basis for designing our auditing procedures 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 Braintree, Massachusetts' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town of Braintree's internal control over financial reporting.

*A deficiency in internal control over financial reporting* 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.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs as finding #11-01 that we consider to be significant deficiencies in internal control over financial reporting. 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.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Braintree, Massachusetts' financial statements are free of 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*.

We noted certain other matters that we reported to management of the Town of Braintree, Massachusetts' in a separate letter dated November 29, 2011.

The Town of Braintree, Massachusetts' response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the Town of Braintree, Massachusetts' response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management of the Town of Braintree, Massachusetts and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Powers + Juliani, LLC". The signature is written in a cursive, flowing style.

Wakefield, Massachusetts  
November 29, 2011



100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
[www.powersandsullivan.com](http://www.powersandsullivan.com)

**REPORT ON COMPLIANCE WITH REQUIREMENTS THAT  
COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Honorable Mayor and the Town Council  
Town of Braintree, Massachusetts

**Compliance**

We have audited the compliance of the Town of Braintree, Massachusetts, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on each of the Town of Braintree, Massachusetts' major federal programs for the fiscal year ended June 30, 2011. The Town of Braintree's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Town of Braintree's management. Our responsibility is to express an opinion on the Town of Braintree, Massachusetts' compliance based on our audit.

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 OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 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 Braintree's 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. Our audit does not provide a legal determination on the Town of Braintree's compliance with those requirements.

In our opinion, the Town of Braintree, Massachusetts, complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2011. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as finding #11-02.

**Internal Control Over Compliance**

Management of The Town of Braintree, Massachusetts, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Town of Braintree's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, 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 Town of Braintree's 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.

Our consideration of the 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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

### **Schedule of Expenditures of Federal Awards**

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 Braintree, Massachusetts, as of and for the fiscal year ended June 30, 2011 (December 31, 2010 for the Braintree Contributory Retirement System and the Braintree Electric Light Department), and have issued our report thereon dated November 29, 2011. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Town of Braintree, Massachusetts' basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

The Town of Braintree, Massachusetts' response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the Town of Braintree, Massachusetts' response and, accordingly, we express no opinion on it.

This report is intended solely for the use of management of the Town of Braintree, Massachusetts, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.



Wakefield, Massachusetts  
November 29, 2011

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

FOR THE FISCAL YEAR ENDED JUNE 30, 2011

<u>Federal Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
U.S. DEPARTMENT OF AGRICULTURE:		
<u>Passed through State Department of Elementary and Secondary Education:</u>		
Non-Cash Assistance (Commodities):		
National School Lunch Program	10.555	\$ 91,208
Cash Assistance:		
School Breakfast Program	10.553	56,022
National School Lunch Program	10.555	<u>381,392</u>
TOTAL AGRICULTURE		<u>528,622</u>
U.S. DEPARTMENT OF CRIMINAL JUSTICE:		
<u>Direct Programs:</u>		
Federal Equitable Sharing Program	16.UNK	48,235
Bulletproof Vest Partnership Program	16.607	58,000
<u>Passed through Massachusetts Executive Office of Public Safety and Security:</u>		
Edward Byrne Memorial Formula Grant Program	16.579	7,262
Violence Against Women Formula Grants	16.588	<u>10,396</u>
TOTAL CRIMINAL JUSTICE		<u>123,893</u>
U.S. DEPARTMENT OF TRANSPORTATION:		
<u>Passed through Governor's Highway Safety Bureau:</u>		
State and Community Highway Safety	20.600	34,000
Safety Incentive Grants for Use of Seatbelts	20.604	4,000
Interagency Hazardous Materials Public Sector Training and Planning Grants	20.703	<u>7,906</u>
TOTAL TRANSPORTATION		<u>45,906</u>
INSTITUTE OF MUSEUM AND LIBRARY SERVICES:		
<u>Passed through State Department of Library Commissioners:</u>		
Grants to States	45.310	<u>862</u>
U.S. DEPARTMENT OF EDUCATION:		
<u>Passed through State Department of Elementary and Secondary Education:</u>		
Title I Grants to Local Educational Agencies	84.010	314,972
Special Education Grants to States	84.027	1,469,322
Safe and Drug-Free Schools and Communities State Grants	84.186	20,497
Education Technology State Grants	84.318	910
English Language Acquisition	84.365	15,853
Improving Teacher Quality State Grants	84.367	125,305
ARRA - Title I Grants to Local Educational Agencies	84.389	134,921
ARRA - Special Education Grants to States	84.391	847,283
ARRA - State Fiscal Stabilization Fund (SFSF) - Education State Grants	84.394	918,120
ARRA - Stabilization Fund Race-to-the-Top Incentive Grants	84.395	240
Education Jobs Fund	84.410	220,635
<u>Passed through State Department of Early Education and Care:</u>		
Special Education - Preschool Grants	84.173	30,874
ARRA - Special Education - Preschool Grants	84.392	<u>39,603</u>
TOTAL EDUCATION		<u>4,138,535</u>
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE:		
<u>Passed through State Department of Early Education and Care:</u>		
Learn and Serve America School and Community Based Programs	94.004	<u>5,000</u>
SOCIAL SECURITY ADMINISTRATION:		
<u>Passed through Massachusetts Rehabilitation Commission:</u>		
Social Security Disability Insurance	96.001	<u>75</u>
U.S. DEPARTMENT OF HOMELAND SECURITY:		
<u>Passed through Massachusetts Emergency Management Agency:</u>		
Disaster Grants - Public Assistance	97.036	243,500
Buffer Zone Protection Program	97.078	<u>182,875</u>
TOTAL EMERGENCY MANAGEMENT		<u>426,375</u>
TOTAL		<u>\$ 5,269,268</u>

See notes to schedule of expenditures of federal awards.

**Note 1 – Definition of Reporting Entity**

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of the Town of Braintree, Massachusetts. All federal financial assistance received directly from federal agencies as well as federal financial assistance passed through other governmental agencies is included on the schedule.

**Note 2 – Significant Accounting Policies**

The accounting and reporting policies of the Town of Braintree, Massachusetts, are set forth below:

- (a) Basis of Presentation – The accompanying Schedule of Expenditures of Federal Awards is presented on the cash basis of accounting. Accordingly, grant revenues are recognized when received and expenditures when paid.
- (b) Cash Assistance – School Breakfast and Lunch Program – Program expenditures represent federal reimbursement for meals provided during the fiscal year.
- (c) Non-Cash Assistance (Commodities) – School Lunch Program – Program expenditures represent the value of donated foods received during the fiscal year.

**Note 3 – Program Clusters**

In accordance with Subpart A §\_105 of OMB Circular No. A-133, Audits of States, Local Governments and Non Profit Organizations, certain programs have been clustered in determining major programs. The following represents the clustered programs applicable to the Town of Braintree:

<u>Name of Cluster/Program</u>	<u>CFDA Number</u>
<b>Child Nutrition Cluster</b>	
School Breakfast Program	10.553
National School Lunch Program	10.555
Special Milk Program for Children	10.556
Summer Food Service Program for Children	10.559
<b>Highway Safety Cluster</b>	
State and Community Highway Safety	20.600
Safety Incentive Grants for Use of Seatbelts	20.604
<b>Title I, Part A Cluster</b>	
Title I Grants to Local Educational Agencies	84.010
ARRA – Title I Grants to Local Educational Agencies	84.389

<u>Name of Cluster/Program</u>	<u>CFDA Number</u>
<b>Special Education Cluster</b>	
Special Education Grants to States	84.027
Special Education Preschool Grants	84.173
ARRA – Special Education – Grants to States	84.391
ARRA – Special Education – Preschool Grants	84.392
<b>Educational Technology State Grants Cluster</b>	
Education Technology State Grants (Enhancing Education through Technology Program)	84.318
ARRA – Education Technology State Grants (Enhancing Education through Technology Program)	84.386
<b>State Fiscal Stabilization Fund Cluster</b>	
ARRA – State Fiscal Stabilization Fund (SFSF) – Education State Grants	84.394
ARRA – State Fiscal Stabilization Fund (SFSF) – Government Services	84.397

**A. Summary of Auditors' Results**

1. The auditors' report expresses an unqualified opinion on the financial statements of the Town of Braintree, Massachusetts.
2. Significant deficiencies relating to the audit of the financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the Town of Braintree, Massachusetts were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the Report on Compliance with Requirements that could have a Direct and Material Effect on each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133.
5. The auditors' report on compliance for the major federal award programs for the Town of Braintree, Massachusetts, expresses an unqualified opinion.
6. There is one audit finding relative to the major federal award programs of the Town of Braintree, Massachusetts.
7. The programs tested as major grants include:

<u>Program Title</u>	<u>CFDA Number</u>
School Breakfast Program	10.553
National School Lunch Program	10.555
Title I Grants to Local Educational Agencies	84.010
Special Education Grants to States	84.027
Special Education Preschool Grants	84.173
ARRA – Title I Grants to Local Educational Agencies	84.389
ARRA – Special Education – Grants to States	84.391
ARRA – Special Education – Preschool Grants	84.392
ARRA – State Fiscal Stabilization Fund (SFSF) – Education State Grants	84.394
Education Jobs Fund	84.410

8. The threshold for distinguishing Types A and B programs was \$300,000.
9. The Town of Braintree, Massachusetts was determined to be a low-risk auditee.

**B. Findings – Financial Statements Audit****SIGNIFICANT DEFICIENCY**

## 11-01: Lack of Timely Postings and Reconciliations in the Treasury Department

*Condition and Criteria:* During the majority of fiscal year 2009 and continuing through fiscal year 2011, the Treasurer's office has been operating with less than a full staff. During fiscal year 2011, the Town appointed a new Treasurer/Collector. Certain tasks have not been completed on a consistent basis including the timely postings of cash receipts to the general ledger and monthly reconciliations of cash and accounts receivables to the general ledger balances and to the Accountant's balances. The department has retained the help of a part-time outside consultant to assist in getting the cash postings and bank reconciliations brought up-to-date but this situation continues to exist.

*Effect:* The overall effect of this deficiency deteriorates management's ability to properly report financial information on a timely basis and potentially impedes management's ability to safeguard its assets.

*Cause:* Lack of proper staffing in the department to achieve management's objectives and adherence to internal control policies.

*Recommendation:* In order to strengthen internal controls over financial reporting and to safeguard the Town's assets we recommend that management should take whatever actions may be necessary to ensure that the day-to-day activities of the Treasury Department are being completed on a timely basis and that detailed reconciliations with the general ledger balances and with other departments are occurring on a routine basis as prescribed by management.

*Management's Response/Current Status:* The Town has hired an experienced Treasurer/Collector who took office the beginning of July 2010. Continued improvements are being made to the cash receipts and reporting system. We are working with the software company on a new treasurer receipts software package that will improve the efficiency of the cash receipts process. Significant improvements have been made in the tax collector's accounts receivables procedures including the direct input of payments over the counter in to the accounts receivable software and more timely reconciliation of the detailed receivables to the general ledger. The goal for fiscal year 2012 is to have the cash and detailed accounts receivable balances reconciled to the ledger on a monthly basis.

**C. Findings and Questioned Costs – Major Federal Award Program Audit**

**U.S. DEPARTMENT OF EDUCATION**

**Questioned  
Costs**

Special Education Grants to States	84.027	None
Special Education Preschool Grants	84.173	None
ARRA – Special Education Grants to States	84.391	None
ARRA – Special Education Preschool Grants	84.392	None

11-02: *Condition and Criteria:* OMB Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments” requires grantees to maintain documentation of employee time and effort that has been charged to federal awards. If 100% of an employee’s salary is charged to a federal award, a grant recipient is required to maintain semi-annual certifications stating that 100% of the employee’s time was spent working on grant activities. If less than 100% of an employee’s salary is charged to a federal award, a grant recipient is required to maintain monthly personnel activity reports documenting 100% of the employee’s time.

*Cause:* The Town did not maintain semi-annual certifications or personnel activity reports for employee salaries charged to the Special Education Grants.

*Effect:* The Town is not in compliance with the grant requirements.

*Auditors’ Recommendation:* We recommend that the Town implement procedures to comply with OMB Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments”.

*Management’s Response:* Management will implement procedures to comply with OMB Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments” beginning with the FY2012 school year.

**D. Prior Year Audit Findings and Questioned Costs**

**SIGNIFICANT DEFICIENCY**

10-01: Lack of Timely Postings and Reconciliations in the Treasury Department.

Current Status: This matter continued to exist during fiscal year 2011 and has been repeated as current year finding #11-01.