

# Sullivan,Powers & Co.,P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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June 8, 2016

Treasurer  
Town of Stratford, Vermont  
123 South Main Street  
Stratford, VT 05000

Dear Treasurer

Enclosed is a list of items that we will need for the audit. Please review the list and call us if you have any questions or concerns. We will need to have these items ready when we arrive to begin the audit. If these items are not ready, or if the books are not closed and fully reconciled, we will complete what we can in the time scheduled and schedule more time at a later date. If any of the documentation is available electronically such as in an excel spreadsheet, word document or pdf file, please provide an electronic copy for us.

If you anticipate not being able to complete the items on the list, please call as soon as possible to reschedule.

Thank you for your help.

Sincerely,

*Fred Duplessis, CPA*

Fred Duplessis, CPA

TOWN OF STRATFORD, VERMONT  
TO DO LIST  
JUNE 30, 2016

Status

Please print trial balances for all funds as of June 30, 2016.

1. Please print or have available in a transmittable format the detailed general ledger for the year.
2. All cash accounts must be updated, reconciled and agree with the June 30, 2016 trial balance. Please **photocopy** all June 30, 2016 bank statements and related reconciliations. Please **photocopy** all July 31, 2016 bank statements.
3. Please provide **copies** of all investment statements as of June 30, 2016. Also, please have all monthly statements for the year under audit and the July 2016 statement available for our review. Please complete a listing of all the Town's investment accounts.
4. Please provide us with copies of any collateralization agreements, if applicable.
5. We will need a copy of the 2016 approved budget for revenue and expenditures. We will also need all approved budget adjustments along with the revised budget, if applicable.
6. Please complete a water and sewer billing reconciliation for the Town. The total delinquent receivable should agree with the amount on the trial balance and to the delinquent list. Please have supporting documentation for items in this reconciliation.
7. Please complete a property tax reconciliation for the Town. The total delinquent tax receivable should agree with the amount on the trial balance and to the delinquent list. Please have supporting documentation for items in this reconciliation.
8. Please provide a list of delinquent taxpayers and utility users at June 30, 2016. It should agree to property tax and water and sewer billings reconciliations. Please indicate any amounts you believed to be uncollectible.
9. Please print a "Tax Book Report" and provide us a copy of form 411 and the "Notice of 2015-2016 State Education Local Share Property Tax Liability" provided by the State.
10. Please provide us with the approved tax rate. Please provide us with the rates for water and sewer.
11. Please provide us with a list of any property tax abatements and a copy of the Board minutes where the amounts were abated, if applicable.
12. Please prepare a schedule of all grant reimbursement receivables and have copies of the source documentation that backs up the amounts. Also, please note when the grant reimbursements were received.

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13. Please provide us with a list of all other amounts owed to the Town as of June 30, 2016. Any receivable amounts shown on the trial balances should have backup lists of the entities that owe the Town. Also, please note when these receivables were received.
14. Please prepare a notes receivable schedule noting the beginning balances, additions and deletions and ending balances. This should agree to the trial balance. Please have all loan agreements available for our review. Calculate the discount on any notes with zero or below market interest rates and agree this to the trial balance. Please also evaluate the collectability of these notes and include your analysis and reasons for your conclusions.
15. Please review the collection of each receivable (taxes, grants, loans, etc.) and record deferred revenue for any amount not collected within sixty days. Please provide us with a schedule of all deferred revenue and specify which is revenue received in advance or revenue not collected within sixty days. Please have copies of the source documentation that backs up the amounts.
16. Please print a subsequent receipts journal from July 1, 2016 through the date of our arrival.
17. Please provide us a copy of the check register for the entire year and from July 1, 2016 through the date of our arrival.
18. Please prepare a list of prepaid expenses. This includes insurance and maintenance contracts. Please photocopy the invoices and make any adjustment to the trial balance.
19. Please prepare a schedule showing the detail of inventory. This should include quantities, cost, etc. of inventory on hand at June 30, 2016 and agree to the trial balances.
20. Please reconcile the due to/from accounts for all funds. Complete a schedule that ties out to the trial balances.
21. Please prepare a schedule of all the notes and other obligations, both long-term and short-term, held by the Town noting the beginning balances, additions and deletions and ending balances. Please make sure the debt schedule agrees to the trial balances. Copies are needed for all long-term obligations including amortization schedules. Please specify the amount of interest paid for each note during the year. We will also need copies of all leases that the Town is currently involved in.
22. Please provide a schedule of accrued interest on the Town's long-term debt.

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23. Please prepare a schedule of fixed assets including additions and deletions. Include backup for the additions and deletions such as copies of invoices. Please note which general ledger account each new addition was posted to. Please complete a listing of deletions. Also, please provide us with the depreciation schedule showing beginning accumulated depreciation, additions, deletions, and ending accumulated depreciation. Please provide a summary of your construction in progress along with any supporting documentation.
24. Please prepare a list of accounts payable as of June 30, 2016. This list should agree to the trial balance. This list should include vendor amounts owed and the date when paid. Please have available all the invoices representing the amounts listed in the Accounts Payable balance. Be sure to review construction invoices for retainage payable.
25. If you had any construction contracts during the year, please provide us with a reconciliation of the payments to the contractor to ensure they were not overpaid.
26. Please prepare a schedule of transfers between funds. This schedule should be reviewed to ensure that all transfers between funds have been properly posted. Please include the purpose of each transfer. Also prepare a schedule of interfund charges and provide documentation for the amount that was charged.
27. Please provide copies of the four (4) 941's for the year. Please print a "Labor Accounting Report" and "Employee Wage Summary Report", reconcile these totals to the sum of the (4) 941's. Please print the reports by summary as the detail is not necessary for our purposes.
28. Please prepare a schedule of accrued payroll, vacation and any other vested compensated absences by person and department as of June 30, 2016. Please reconcile all other payroll withholding accounts and provide documentation that supports the amount included on the trial balances.
29. Please provide copies of the quarterly statements for each of the groups for the Vermont Municipal Employees' Retirement System. Please provide us with the covered payroll for each plan and the amount paid to VMERS for the Town's share and employees share for each plan. Please specify the required percentages of contributions by the Town. Please also provide us with a copy of the VMERS Employer GASB 68 report.
30. Please provide copies of any retirement plans the Town has in place at June 30, 2016.
31. Please provide a list of all unemployment claims paid during the year.
32. Please provide us with a copy of the State of Vermont, Department of Finance and Management statements of monies paid to municipalities by the State of Vermont. Review and note which account the receipts were posted to.

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33. Prepare a summary, by book or volume, of pages recorded during the year by the Town Clerk.
34. For any other balance sheet accounts, please prepare a schedule and photocopy any supporting documentation.
35. Please review the trial balance revenue accounts and provide a list indicating which activity the revenue supports such as general government, public safety, highway & public works, community development, recreation, etc.
36. Please prepare a list of items included in miscellaneous revenue over \$1,000 for all funds. Photocopy any supporting documentation.
37. Please provide a copy of all supporting documentation for any fund balances that are restricted, committed or assigned. For example, trust agreements, grants, ordinances or Board minutes.
38. Please provide a copy of the internal control checklist, made available by the Auditor of Accounts, which was filed with the Selectboard for the year.
39. Please prepare a list of legal counsel utilized by the Town during the year, along with the appropriate addresses and contact person. Also note how much was paid to each during fiscal year 2016. Please have all legal invoices available for our review.
40. Please provide us with a list of all pending or threatened litigation and all unasserted possible claims and or assessments. If you do not have a list, you need to contact your attorney to request them to provide you with a list of all pending or threatened litigation and all unasserted possible claims and or assessments.
41. Please review the prior year journal entries to determine if the same will be required for the current year.
42. Please provide us with a report showing all journal entries made during the year. Please have the journal entry binders available for our review.
43. Please provide us with a copy of your policies and procedures manual, documentation of internal controls, conflict of interest policy, fraud risk assessment, personnel policy, code of conduct policy, capitalization policy, investment policy and disaster recovery policy.
44. Please have available all significant contracts and agreements.
45. Please provide us with a list of the principal members of management with their title and salary.

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46. Please provide a description of any unusual employee compensation arrangements.
47. Please provide a description of your compensation methods, frequency and timing (i.e. salary, hourly, etc.).
48. Please provide us with a copy of the composition and structure of the governing body including names and title of members.
49. Please provide a description of your compensated absence policies (i.e. vacation and sick pay policies).
50. Please provide any other unusual information which may have an impact on the 2016 financial statements.

**Single Audit**

51. Please provide us with copies of grant agreements for each grant where the Town expended more than \$750,000. Please have all grant agreements available for our review.
52. Please complete the State of Vermont Single Audit Determination form and provide a copy of it to us.
53. Please prepare a Schedule of Expenditures of Federal Awards that includes the CFDA number, the grant number, the award amount and the current year's expenditures to determine if a Single Audit is necessary.
54. Please reconcile the amount of expenditures on the Schedule of Expenditures of Federal Awards to the amount recorded in the Town's general ledger for the year ended June 30, 2016. Please include in the reconciliation expenditures included in the Schedule that were recorded in prior fiscal years. We should be able to trace the amounts on the Schedule of Expenditures of Federal Awards to an account within the General Ledger so please supply us with the account numbers.