

TOWN OF MAYNARD, MASSACHUSETTS

SINGLE AUDIT REPORTS

PURSUANT TO

OMB CIRCULAR A-133

JUNE 30, 2013

**TOWN OF MAYNARD, MASSACHUSETTS
TABLE OF CONTENTS
JUNE 30, 2013**

	<u>Page</u>
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>	1-2
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133	3-5
Schedule of Expenditures of Federal Awards	6-7
Notes to Schedule of Expenditures of Federal Awards	8
Schedules of Findings and Questioned Costs	9-16
Corrective Action Plans	17



**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 Maynard, Massachusetts

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 Maynard, Massachusetts, as of and for the year ended June 30, 2013 and the related notes to the financial statements, which collectively comprise the Town of Maynard, Massachusetts's basic financial statements and have issued our report thereon dated November 1, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's 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's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town'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 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'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 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.



Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts
November 1, 2013



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Honorable Board of Selectmen
Town of Maynard, Massachusetts

Report on Compliance for Each Major Federal Program

We have audited the Town of Maynard, Massachusetts' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Town of Maynard, Massachusetts' major federal programs for the year ended June 30, 2013. The Town of Maynard, 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 the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Maynard, 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 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 Maynard, 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 Maynard, Massachusetts' compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Maynard, 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, 2013.

Report on Internal Control Over Compliance

Management of the Town of Maynard, 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 Maynard, 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 OMB Circular A-133, 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 Maynard, 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 and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant efficiencies. 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 internal control over compliance and the results of our testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Other Matters

The results of our auditing procedures also disclosed other instances of noncompliance, 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 items 2013-001 and 2013-002. Our opinion on each major federal program is not modified with respect to these matters.

The Town of Maynard's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Town of Maynard's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

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 Maynard, Massachusetts, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Maynard, Massachusetts's basic financial statements. We have issued our report thereon dated November 1, 2013, which contained an unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming our 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 OMB Circular A-133, 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.

Roselli, Clark & Associates

Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts
November 1, 2013

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

Federal Grantor/ Pass-Through Grantor/ Program Title	CFDA Number	Pass-Through Number	Federal Expenditures
<u>U.S. Department of Agriculture</u>			
<i>Pass through the Commonwealth of Massachusetts- Department of Elementary & Secondary Education</i>			
National School Breakfast Program:	10.553	09-174	\$ 24,438
National School Lunch Program:	10.555		
Cash Assistance			106,789
Non-Cash Assistance (Commodities)			24,421
<u>U.S. Department of Justice</u>			
<i>Bureau of Justice Assistance</i>			
Public Safety Partnership and Community Policing Grants	16.710		44,513
<u>U.S. Department of Interior</u>			
<i>Institute of Museum and Library Services Passed through the Commonwealth of Massachusetts Board of Library Commissioners</i>			
Library Services Technology Act	45.310		2,020
<u>U.S. Department of Education</u>			
<i>Pass through the Commonwealth of Massachusetts- Department of Elementary & Secondary Education</i>			
Title I: Grants to Local Education Agencies	84.010	0305-0122269-2013-0174 305-110-3-0174-N 305-120-2-0174-M 305-449-2-0174-M	101,849
Special Education: Grants to States	84.027	240-282-3-0174-N 240-377-3-0174-N 274-364-3-0174-N 240-125-2-0174-M 240-404-2-0174-M 274-247-2-0174-M	419,545
Special Education: Preschool Grants	84.173	298-147-3-0174-N	1,836
Title II - Part A: Improving Teacher Quality State Grants	84.367	0140-012258-2013-0174 140-369-2-0174-M	37,105
ARRA - Race to the Top	84.395	201-000340-2013-0174 201-086-2-0174-M	39,214

(continued)

See notes to Schedule of Expenditures of Federal Awards.

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013
(CONTINUED)**

<u>Federal Grantor/ Pass-Through Grantor/ Program Title</u>	<u>CFDA Number</u>	<u>Pass-Through Number</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Health and Human Services</u>			
<i>Centers for Disease Control and Prevention</i>			
<i>Pass through the Metropolitan Area Planning Council- Public Health Region 4A Coalition</i>			
Public Health Emergency Response	93.069		1,183
<i>Pass through the Commonwealth of Massachusetts- Department of Early Education and Care</i>			
CPC Grant	93.110		24,282
<u>U.S. Department of Homeland Security</u>			
<i>Federal Emergency Management Agency</i>			
<i>Passed through the Commonwealth of Massachusetts - Massachusetts Emergency Management Agency</i>			
Disaster Grants: Public Assistance (President Declared)	97.036	FEMA 4051 FEMA 4110	67,120
Emergency Management Program Grant	97.042	FY12EMPGI0MAYNA FY13EMPGI1MAYNA	6,197
TOTALS			<u>\$ 900,512</u>

* Denotes major program.

(concluded)

See notes to Schedule of Expenditures of Federal Awards.

**TOWN OF MAYNARD, MASSACHUSETTS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

A. Scope of Audit

The Town of Maynard, Massachusetts (the Town) is a governmental agency established by the laws of the Commonwealth of Massachusetts. All operations related to the Town of Maynard's federal grant programs are included in the scope of the OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Compliance testing of all requirements, as described in the Compliance Supplement was performed. The grants determined to be major programs were the Title I (CFDA # 84.010) and the Special Education Cluster (CFDA #'s 84.027 & 84.173) programs.

B. Period Audited

Single audit testing procedures were performed for federal grant transactions during the year ended June 30, 2013.

C. Summary of Significant Accounting Policies

Accounting policies and financial reporting practices permitted for municipalities in Massachusetts are prescribed by the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. The significant accounting principles followed by the Town are as follows:

Basis of Presentation –The accompanying Schedule of Expenditures of Federal Awards includes the federal grant transactions of the Town, although some of these programs may be supplemented with state and other revenue, only federal activity is shown. The receipts, proceeds from federal grants, and disbursements are recorded on the modified accrual basis whereby revenue is recognized when it becomes available and measurable, and expenditures are recognized when the liability is incurred. The activities of these programs are reflected in the basic financial statements in the Special Revenue Funds.

D. Non-Cash Commodities

The Town receives non-cash commodities from the U.S. Department of Agriculture as a part of the School Lunch program. In fiscal year 2013, \$24,421 was received; however, this amount is not included in the financial statements.

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013**

A. Summary of Audit Results

1. The auditor's report expresses an unmodified opinion on the financial statements of the Town of Maynard.
2. No significant deficiencies disclosed during the audit of the financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the Town of Maynard which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required By OMB Circular A-133.
5. The auditor's report on compliance for the major federal award programs for the Town of Maynard expresses an unmodified opinion.
6. There are audit findings that are required to be reported in accordance with Section 510(a) of the OMB Circular A-133 in this Schedule.
7. The programs tested as major programs include the Title I (CFDA # 84.010) and the Special Education Cluster (CFDA #'s 84.027 & 84.173) programs.
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. The Town of Maynard did not qualify as a low risk auditee.

B. Schedule of Findings – Financial Statements Audit

None

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)**

C. Schedule of Findings and Questioned Costs – Major Federal Award Programs Audit

<u>Finding</u>	<u>Questioned Costs</u>
<p><u>2013-001. U.S. Department of Education</u> <i>Passed through the Commonwealth of Massachusetts Department of Elementary and Secondary Education</i></p> <p><u>Special Education Cluster (CFDA #'s 84.027 & 84.173)</u></p> <p><i>Criteria:</i> OMB Circular A-87, Attachment B, paragraph 8.H.(3) requires all employees paid in full from federal grant funds to furnish semi-annual certifications that they have been engaged solely in activities supported by the grant. These certifications must be signed by the employee or supervisor with knowledge of the work performed. In addition, OMB Circular A-87, Attachment B, paragraph 8.H.(4) requires employers to document the portion of time worked on the grant and portion of time worked in areas not related to the grant, if not solely charged to the federal grant.</p> <p><i>Statement of Condition:</i> The School maintained annual certifications and not semi-annual certifications.</p> <p><i>Cause and Effect:</i> By not maintaining the proper payroll records, federal grant program compliance could not be verified.</p> <p><i>Current Year Status:</i> The individual grant administrators or school principals have direct knowledge of the work performed by their staff whose wages are paid utilizing federal grant funds. We suggest that the grant administrators or school principals semi-annually compile a documented list of such individuals solely paid through that date utilizing federal grant funds and certify that their work related to program activities under that specific grant. These certifications should be filed and available for review as part of any compliance testing performed by the pass-through agency or auditors. For employees that are charged to multiple grants or funding sources, the grant administrators should maintain and certify an accounting of the time the employee spent on each grant or activity and maintain them with the payroll certifications.</p>	

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)**

C. Schedule of Findings and Questioned Costs – Major Federal Award Programs Audit

<u>Finding</u>	<u>Questioned Costs</u>
----------------	-----------------------------

2013-002. U.S. Department of Education

*Passed through the Commonwealth of Massachusetts Department of
Elementary and Secondary Education*

Special Education Cluster (CFDA #'s 84.027 & 84.173)

Criteria: Final Financial Reports for the federal education grants are due to the Massachusetts Department of Elementary and Secondary Education (grant pass-thru agency) sixty days subsequent to the end of the award period.

Statement of Condition: Two final financial reports were filed subsequent to the due date.

Cause and Effect: The School Department deemed that the accounting records should be more extensively researched and verified prior to the filing of the Final Financial Reports.

Recommendation: It is imperative that the Final Financial Reports be completed within the timeframe allowed by the granting agency. Effective steps need to be taken to ensure that accounting records are ready for the timely filing of the reports.

TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)

D. Schedule of Prior Year Findings and Questioned Costs

<u>Finding</u>	<u>Questioned Costs</u>
<p><u>2012-1. Financial Statements Audit: Material Weakness – Improve Bank Reconciliations</u></p> <p><i>Criteria:</i> The controls related to the reconciliation of cash between the Treasurer’s cash book to the general ledger should be designed to effectively identify errors in a timely manner.</p> <p><i>Statement of Condition:</i> Cash receipt documentation did not flow efficiently between the Tax Collector and the Town Accountant. Further, the monthly cash reconciliation was not properly documented and approved in a timely manner.</p> <p><i>Cause and Effect:</i> By not completing timely and accurate cash reconciliations, the Town cannot be assured that the Town’s cash is properly safeguarded.</p> <p><i>Current Year Status:</i> The Town Accountant and Treasurer have implemented procedures to improve the cash reconciliation process. This finding is deemed to be closed.</p>	

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)**

D. Schedule of Prior Year Findings and Questioned Costs

<u>Finding</u>	<u>Questioned Costs</u>
----------------	-----------------------------

**2012-2. Financial Statements Audit: Material Weakness –
Reconcile Retirement System Cash**

Criteria: The controls related to the reconciliation of the Retirement System's checking accounts to the System's general ledger should be designed to effectively identify errors in a timely manner.

Statement of Condition: Monthly bank reconciliations were not being performed in a timely manner.

Cause and Effect: By not completing timely and accurate cash reconciliations, the Town cannot be assured that the Retirement System's cash is properly safeguarded.

Current Year Status: The Treasurer and Retirement System Administrator have implemented procedures to reconcile the System's bank accounts in a timely manner. This finding is deemed to be closed.

TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)

D. Schedule of Prior Year Findings and Questioned Costs

<u>Finding</u>	<u>Questioned Costs</u>
----------------	-----------------------------

2012-3. Financial Statements Audit: Material Weakness –
Reconcile Receivable Records

Criteria: The controls related to the reconciliation between the Town's general ledger and the Tax Collector's outstanding receivable detail reports should be designed to effectively identify errors in a timely manner.

Statement of Condition: The Town did not have procedures to reconcile tax, utility, and excise receivable records between the detailed Tax Collector records and the general ledger.

Cause and Effect: By not completing timely and accurate receivable reconciliations, there is an increased risk that errors or irregularities could occur and go undetected

Current Year Status: The Tax Collector and Town Accountant have implemented procedures to reconcile detailed receivable records in a timely manner. This finding is deemed to be closed.

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)**

D. Schedule of Prior Year Findings and Questioned Costs

<u>Finding</u>	<u>Questioned Costs</u>
----------------	-----------------------------

**2012-4. Financial Statements Audit: Significant Deficiency –
Develop Departmental Receipt Policies and Procedures**

Criteria: Documented financial policies and procedures are an integral component of a properly designed internal control system.

Statement of Condition: The Town did not have formal written departmental receipt policies and procedures for departments to follow for collecting and remitting departmental receipts.

Cause and Effect: By not maintaining formal policies and procedures regarding cash receipts, there is an increased risk that errors or irregularities could occur and go undetected.

Current Year Status: The Treasurer has created a departmental receipt policy. This finding is deemed to be closed.

**TOWN OF MAYNARD, MASSACHUSETTS
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013
(Continued)**

D. Schedule of Prior Year Findings and Questioned Costs

<u>Finding</u>	<u>Questioned Costs</u>
<u>2012-5. Financial Statements Audit: Significant Deficiency – Maintain Spreadsheet for Appropriations</u>	
<i>Criteria:</i> The annual budget as voted by the legislative authority should be reconciled to the budget entered in the accounting ledgers used to monitor budgetary compliance.	
<i>Statement of Condition:</i> There were difficulties in reconciling the Town's departmental budget reports to the actual voted budget.	
<i>Cause and Effect:</i> By not maintaining an accurate budget in the general ledger the Town Accountant cannot effectively monitor individual department's compliance with the voted budget.	
<i>Current Year Status:</i> A spreadsheet to reconcile the budget between the voted appropriations and the general ledger has been created. This finding is deemed to be closed.	

**TOWN OF MAYNARD, MASSACHUSETTS
CORRECTIVE ACTION PLANS
YEAR ENDED JUNE 30, 2013**

Findings – Major Federal Award Programs Audit

2013-001. U.S Department of Education

Special Education Cluster (CFDA#'s 84.027 & 84.173)

Recommendation: The individual grant administrators or school principals have direct knowledge of the work performed by their staff whose wages are paid utilizing federal grant funds. We suggest that the grant administrators or school principals semi-annually compile a documented list of such individuals solely paid through that date utilizing federal grant funds and certify that their work related to program activities under that specific grant. These certifications should be filed and available for review as part of any compliance testing performed by the pass-through agency or auditors. For employees that are charged to multiple grants or funding sources, the grant administrators should maintain and certify an accounting of the time the employee spent on each grant or activity and maintain them with the payroll certifications.

Corrective Action Planned: The School Department will ensure that the grant administrators will compile and certify the list of individuals solely paid utilizing federal grant funds on a semi-annual basis.

Anticipated Completion Date: Fiscal year 2014

Contact: Peter Dicicco, School Business Advisor, Maynard Public Schools

2013-002. U.S Department of Education

Special Education Cluster (CFDA#'s 84.027 & 84.173)

Recommendation: It is imperative that the Final Financial Reports be completed within the timeframe allowed by the granting agency. Effective steps need to be taken to ensure that accounting records are ready for the timely filing of the reports.

Corrective Action Planned: The School Department will take steps to ensure that the Final Financial Reports are completed within the allowed timeframe by the granting agency.

Anticipated Completion Date: Fiscal year 2014

Contact: Peter Dicicco, School Business Advisor, Maynard Public Schools