

**TOWN OF BOURNE, MASSACHUSETTS**  
**GAO AND UNIFORM GUIDANCE REPORTS**  
**FOR THE YEAR ENDED JUNE 30, 2016**



**TOWN OF BOURNE, MASSACHUSETTS**  
**GAO AND UNIFORM GUIDANCE REPORTS**  
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## **INDEPENDENT AUDITORS' 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 Bourne, 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, the business activities, each major fund, and the aggregate remaining fund information of the Town of Bourne, Massachusetts, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town of Bourne, Massachusetts basic financial statements, and have issued our report thereon dated December 28, 2016.

### **Internal Control Over Financial Reporting**

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

Honorable Board of Selectmen  
Town of Bourne, Massachusetts

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Bourne, 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 result 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.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Boston, Massachusetts  
December 28, 2016



# CliftonLarsonAllen

## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Board of Selectmen  
Town of Bourne, Massachusetts

### **Report on Compliance for Each Major Federal Program**

We have audited the Town of Bourne, 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 Bourne, Massachusetts' major federal programs for the year ended June 30, 2016. The Town of Bourne, Massachusetts' major federal programs are identified in the summary of auditors' 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.

### **Auditors' Responsibility**

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

### **Opinion on Each Major Federal Program**

In our opinion, the Town of Bourne, 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, 2016.

### **Report on Internal Control Over Compliance**

Management of the Town of Bourne, 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 Bourne, 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 Bourne, 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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 result 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, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bourne, Massachusetts, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Bourne, Massachusetts. We issued our report thereon dated December 28, 2016 which contained unmodified opinions on those financial statements. 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.



**CliftonLarsonAllen LLP**

Boston, Massachusetts  
December 28, 2016

**TOWN OF BOURNE, MASSACHUSETTS  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2016**

<u>Federal Grantor/ Pass-Through Grantor/ Program</u>	Federal CFDA Number	Pass-through Identifying Number	Federal Expenditures
<b>U.S. Department of Agriculture</b>			
<u>Passed through the State Department of Elementary &amp; Secondary Education:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program - Cash Assistance	10.553	01-036	47,787
National School Lunch Program - Cash Assistance	10.555	01-036	306,012
National School Lunch Program - Non-Cash Assistance (Commodities)	10.555	01-036	<u>52,813</u>
Total U.S. Department of Agriculture			<u>406,612</u>
<b>U.S. Department of Housing and Urban Development</b>			
<u>Passed through State Department of Housing and Community Development:</u>			
Small Cities Program	14.228	SCOCD3220014640040000	<u>350,102</u>
<b>U.S. Department of the Interior</b>			
<u>Passed through the Massachusetts Department of Fish and Game:</u>			
Clean Vessel Act	15.616	TOWNOFBOURNE9222FY15	<u>38,525</u>
<b>U.S. Department of Justice</b>			
<u>Passed through the State Executive Office of Public Safety:</u>			
Edward Byrne Memorial Formula Grant	16.751	Not Available	<u>2,569</u>
<b>U.S. Department of Education</b>			
<u>Direct Program:</u>			
Impact Aid	84.041	Not Applicable	<u>90,621</u>
<u>Passed through the State Department of Elementary &amp; Secondary Education:</u>			
<i>Title I, Part A Cluster</i>			
Title I Distribution (fiscal year 2016)	84.010	0305-069163-2016-0036	223,998
Title I Distribution (fiscal year 2015)	84.010	0305-059873-2015-0036	<u>53,041</u>
Subtotal Title I, Part A Cluster			<u>277,039</u>
<i>Special Education Cluster</i>			
SPED 94-142 Allocation (fiscal year 2016)	84.027	240-151-6-0036-B	409,411
SPED 94-142 Allocation (fiscal year 2015)	84.027	240-232-5-0036-B	82,971
SPED 94-142 Allocation (fiscal year 2014)	84.027	240-059-3-0036-N	67
SPED Program Improvement (fiscal year 2016)	84.027	274-244-4-0036-O	14,781
SPED Program Improvement (fiscal year 2015)	84.027	274-040-5-0036-B	7,124
<u>Passed through the State Department of Early Education and Care:</u>			
SPED Early Childhood Allocation (fiscal year 2015)	84.173	26215BOURNEPUBLICSCH	89
SPED Early Childhood Allocation (fiscal year 2016)	84.173	26216BOURNEPUBLICSCH	<u>4,910</u>
Subtotal Special Education Cluster			<u>519,353</u>
<u>Passed through the State Department of Elementary &amp; Secondary Education:</u>			
Title IIA - Improving Teacher Quality (fiscal year 2016)	84.367	140-028816-2014-0036-2.0	66,759
Title IIA - Improving Teacher Quality (fiscal year 2015)	84.367	140-047472-2015-0036-3.0	<u>1,093</u>
Total U.S. Department of Education			<u>954,865</u>

**TOWN OF BOURNE, MASSACHUSETTS  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2016**

<u>Federal Grantor/ Pass-Through Grantor/ Program</u>	Federal CFDA Number	Pass-through Identifying Number	Federal Expenditures
<b>U.S. Department of Health and Human Services</b>			
<u>Passed through the State Department of Health and Human Services:</u>			
School-Based Medicaid Reimbursement Program	93.778	1953656	<u>44,044</u>
<b>U.S. Department of Homeland Security</b>			
<u>Direct Program:</u>			
Staffing for Adequate Fire and Emergency Response	97.083	Not Applicable	566,956
<u>Passed through the State Office of Emergency Management:</u>			
Public Assistance Grants	97.036	CTFEMA4214TOFBO00141	<u>130,569</u>
Total U.S. Department of Homeland Security			<u>697,525</u>
Total			<u><u>\$ 2,494,242</u></u>

**TOWN OF BOURNE, MASSACHUSETTS  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2016**

**Note 1 – Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Town of Bourne, Massachusetts and is presented on the modified cash basis of accounting. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**Note 2 – U.S. Department of Agriculture**

The amount reported for the National School Lunch Program – Non-Cash Assistance (Commodities) represents non-monetary assistance and is reported in the schedule at the fair market value of the commodities received. The amounts reported for the National School Lunch Program – Cash Assistance and School Breakfast Program – Cash Assistance represent cash receipts from federal reimbursements.

**Note 3 – U.S. Department of Education**

The amount reported for the Impact Aid program represents federal cash receipts.

**Note 4 – U.S. Department of Health and Human Services**

The amount reported for the School-Based Medicaid Reimbursement Program represents federal reimbursements for the Administrative Activity Claims.

**Note 5 – U.S. Department of Homeland Security**

The amounts reported for the Public Assistance Grants programs represent federal cash receipts.

**Note 6 – Indirect Costs**

The Town of Bourne, Massachusetts did not elect to use the 10% de minimis indirect cost rate identified in §200.414 of the Uniform Guidance.

This information is an integral part of the accompanying schedule of expenditures of federal awards.

**TOWN OF BOURNE, MASSACHUSETTS  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2016**

**Section I – Summary of Auditors’ Results**

**Financial Statements**

- |   |            |                                |
|---|------------|--------------------------------|
| 1. Type of auditors’ report issued:   | Unmodified |                                |
| 2. Internal control over financial reporting:   |            |                                |
| • Material weakness(es) identified?   | _____ yes  | ___ <u>x</u> ___ no            |
| • Significant deficiency(ies) identified that are not considered to be material weakness(es)? | _____ yes  | ___ <u>x</u> ___ none reported |
| 3. Noncompliance material to financial statements noted?                                      | _____ yes  | ___ <u>x</u> ___ no            |

**Federal Awards**

- |   |            |                                |
|---|------------|--------------------------------|
| 1. Internal control over major federal programs:  |            |                                |
| • Material weakness(es) identified?   | _____ yes  | ___ <u>x</u> ___ no            |
| • Significant deficiency(ies) identified that are not considered to be material weakness(es)?             | _____ yes  | ___ <u>x</u> ___ none reported |
| 2. Type of auditors’ report issued on compliance for major federal programs:                              | Unmodified |                                |
| 3. Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? | _____ yes  | ___ <u>x</u> ___ no            |

**Identification of Major Federal Programs**

97.083

Staffing for Adequate Fire and Emergency Response (SAFER)

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee pursuant to Uniform Guidance?

\_\_\_ x \_\_\_ yes      \_\_\_ \_\_\_ no

**TOWN OF BOURNE, MASSACHUSETTS  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2016**

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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None

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***Section IV – Prior Year Major Federal Program Findings***

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**2015 – 001 – Reporting - Staffing for Adequate Fire and Emergency Response (SAFER)**

Based on this year's testing of the reporting requirements related to the SAFER grant, the prior year finding was resolved.