

May 14, 2019

The Board of Trustees  
Village of Woodstock, Vermont

In connection with audit engagements, we are required by auditing standards generally accepted in the United States of America to communicate certain matters with those charged with governance. The term “those charged with governance” means the persons with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity, for example, the Board of Trustees (the Board) or a designated Board officer or committee. This communication is provided in connection with our audit of financial statements of the Village of Woodstock (the Village) as of and for the year ended June 30, 2018.

These standards require us to communicate with you any matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. They also set the expectation that our communication will be two way, and that the Board or their designee will communicate with us matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures.

This letter summarizes those matters which we are required by professional standards to communicate to you in your oversight responsibility for the Village’s financial reporting process.

#### **Auditor’s Responsibility under Professional Standards**

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States were described in our arrangement letter dated April 4, 2018. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

#### **An Overview of the Planned Scope and Timing of the Audit**

The scope of the audit was also described in our arrangement letter dated April 4, 2018. The audit was conducted in January and February of 2019; our exit conference with management and the Trustees was held on May 14, 2019; drafts of the financial statements and reports were provided to management in February 2019.

#### **Accounting Policies and Practices**

- **Preferability of Accounting Policies and Practices**

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

- **Adoption of, or Change in, Accounting Policies**

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Village. Amounts reported in the Village's Capital Reserve Fund were evaluated during the year ended June 30, 2018. Amounts reported in the Capital Reserve Fund that were approved by voters with a separate voter article are reported as committed fund balance in the Capital Reserve Fund and those that were not approved by voters with a separate article are reported as assigned fund balance. Prior to the year ended June 30, 2018, the Village reported budgeted transfers to the Capital Reserve Fund from the General Fund, that were not approved by a separate voter article, as committed fund balance in the Capital Reserve Fund.

- **Significant or Unusual Transactions**

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

- **Management's Judgments and Accounting Estimates**

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. The significant accounting estimates reflected in the Village's 2018 financial statements are depreciation expense, police service expenditures which are based on budgeted costs as allocated between the Village and Town of Woodstock, and the State of Vermont's estimate of the Village and Town of Woodstock's pension expense, pension deferrals, and net pension liability for the Vermont Municipal Employees' Retirement System (VMERS).

### **Audit Adjustments**

During the audit we proposed 12 adjustments to the general ledger provided for audit. Management also provided 12 adjustments to this general ledger that was identified by management during the audit.

Management accepted the proposed adjustments and those changes are reflected in the 2018 financial statements. The significant effects of these adjustments were to (1) adjust capital asset, and depreciation, (2) record activity in the Permanent Fund, (3) adjust net pension liability and other effects of the accounting for VMERS, (4) adjust accrued compensated absences, (5) record a Village bank account that was not recorded, (6) adjust amounts receivable and payable between the Village and Town of Woodstock, and (7) correct beginning equity in the Capital Reserve Fund. Copies of the adjustments are available upon your request.

### **Uncorrected Misstatements**

During the course of our audit, we accumulated one uncorrected misstatement that was determined by management to be immaterial to the financial statements, and to the related disclosures. This "passed adjustment" was to restate equity in the General Fund and governmental activities by \$3,725 for an unrecorded cash account at June 30, 2017 that was recorded by the Village during the year ended June 30, 2018 with an offset to a miscellaneous revenue account.

### **Disagreements with Management**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, the significant disclosures to be included in the financial statements.

### **Consultations with Other Accountants**

We are not aware of any consultations that management may have had with other accountants about accounting or auditing matters.

### **Significant Issues Discussed with Management**

We did not have correspondence with management regarding significant issues arising from the audit. We have discussed accounting matters relating to the Village's accounting estimates and audit adjustments.

### **Significant Difficulties Encountered in Performing the Audit**

Significant time was required to reconcile property taxes as well as reconcile the activity reported in the Village's Permanent Fund.

### **Material Weakness**

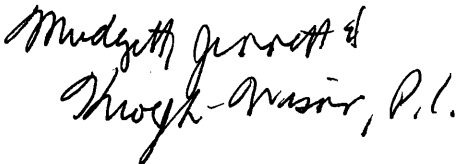
We identified one material weakness (finding 2018-001) in the Village's system of internal control over financial reporting during our audit of the financial statements relating to the Village's financial procedures and oversight.

### **Certain Written Communications between Management and Our Firm**

Management provided written representations in connection with the audit in a letter to our firm dated March 21, 2019. A copy of the letter is available upon your request.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this letter. We appreciate the opportunity to be of service to the Village.

Very truly yours,  
Mudgett, Jennett & Krogh-Wisner, P.C.



*Mudgett, Jennett &  
Krogh-Wisner, P.C.*