McSOLEY McCOY & CO.
Certified Public Accountants and Business Advisors

December 18, 2015

To Sheriff Keith Clark
Windham County Sheriff's Department

We have audited the financial statements of the business-type activities of the Windham County Sheriff's Department (the "Department") for the year ended June 30, 2015, and have issued our report thereon dated December 18, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 2, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards
As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit
We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on September 10, 2015.

Significant Audit Findings
Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates used by management.

Difficulties Encountered in Performing the Audit
We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements
Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedules summarize corrected and uncorrected misstatements of the financial statements.

Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations
We have requested certain representations from management that are included in the management representation letter dated December 18, 2015.

Management Consultations with Other Independent Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Department's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of management of Windham County Sheriff's Department and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

McSoley McCoy & Co.

McSoley McCoy & Co.

Windham County Sheriff's Department
Corrected Misstatements
June 30, 2015

Adjusting Journal Entries JE # 1
Adjust accrued vacation Balance

5101-10	Salaries & Wages	$15,410	
2020-00	Compensated Absences Payable		$15,410

Adjusting Journal Entries JE # 2
Adjust revenue recorded in 2015 but meant for 2014

4110-20	Contract - Private	924	
4140-00	Transport Fees	5,923	
3000-20	Retained Earnings		6,847

Adjusting Journal Entries JE # 3
Recognize 2015 revenue recorded in 2016

1100-20	General Receivables	13,134	
4110-20	Contract - Private		13,134

Adjusting Journal Entries JE # 4
Adjust Current Lease liability Beginning Balance

1604-00	Vehicles	17,623	
2055-00	Capital Lease Obligation		13,226
3000-20	Retained Earnings		4,397

Adjusting Journal Entries JE # 6
Move sold vehicles not on asset list to other income

1604-00	Vehicles	1,800	
1604-00	Vehicles	10,967	
1604-10	Vehicles Allow for Depreciation-Vehicles	20,034	
1604-00	Vehicles		20,034
4600-00	Other Income		1,800
4600-00	Other Income		10,967

Adjusting Journal Entries JE # 8
Book Current Year AD Expense

5505.1	Office Equip Depreciation	3,934	
5505.2	Vehicle Depreciation	61,655	

5505.4	Communication Equip Depreciation	25,728	
5505.5	Patrol Equip Depreciation	2,265	
1601-10	Allow for Depreciation -Office Equip		3,934
1602-10	Allow for Depreciation - Communication Equip		25,728
1604-10	Vehicles Allow for Depreciation - Vehicles		61,655
1605-10	Allow for Depreciation -Patrol Equip		2,265

Adjusting Journal Entries JE # 9
Adjust Accrued payroll balance

2012-00	P/R Liabilities	13,452	
5101-10	Salaries & Wages		13,452

Adjusting Journal Entries JE # 10
Adjust AR beginning balance

4150	Miscellaneous Income Other	8,120	
1100-00	A/R		8,120

Adjusting Journal Entries JE # 11
Adjust WC and Professional liability Insurance
Prepaid Balances for 2014 & 2015

3000-20	Retained Earnings	28,373	
5503.42	Insurance	15,277	
1505-00	Prepaid Insurance		15,277
5503-42	Workmen's Compensation		28,373

Adjusting Journal Entries JE # 12
Adjust Auto Insurance Prepaid Balances

1515-00	Prepaid Cruiser Insurance	8,226	
3000-20	Retained Earnings	899	
5702-40	Vehicle Insurance	5,900	
1505-10	Prepaid - Other		899
3000-20	Retained Earnings		5,900
5702-40	Vehicle Insurance		8,226

Adjusting Journal Entries JE # 13
Moved expensed assets to assets

1602-00	Communication Equipment	65,916	
5600-05	Radar Equipment & Repair		65,916

Adjusting Journal Entries JE # 14
Adjust Retained to Beginning- Move entries
booked to miscellaneous expense

5204.4	Miscellaneous expense	29,980	
3000-20	Retained Earnings		29,980

Adjusting Journal Entries JE # 15
Adjust PFS grant liability to match asset

5204-40	Miscellaneous	2,698	
1300-10	Grant Pass Through WRVT - PFS Grant		2,698

Windham County Sheriff's Department
Uncorrected Misstatements
June 30, 2015

Passed Journal Entries JE # 1
Adjustment to set up bad debt reserve for Epoch

1200.05	Reserve for Bad Debt		$13,094
5507.1	Bad Debt	$13,094	

Windham County Sheriff's Department

Financial Statements

(With Independent Auditors' Report)

June 30, 2015

Windham County Sheriff's Department

June 30, 2015

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McSOLEY McCOY & CO.
Certified Public Accountants and Business Advisors

Independent Auditors' Report

Keith Clark, Sheriff
Windham County Sheriff's Department
Newfane, Vermont

We have audited the accompanying financial statements of the proprietary activities of the Windham County Sheriff's Department (the "Department"), as of and for the year ended June 30, 2015, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinion on these financial statements based on our audit. 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 the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the proprietary activities of the Department as of June 30, 2015, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Windham County Sheriff's Department has not presented a management's discussion and analysis that accounting principles generally accepted in the United States of America requires to supplement, although not required to be part of, the basic financial statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2015, on our consideration of the Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

McSoley McCoy & Co.

December 18, 2015
VT Reg. No. 92-349

Windham County Sheriff's Department
Statement of Net Position
June 30, 2015

Assets:		
Current assets		
Cash	$	135,054
Restricted cash - cash held for others		129,766
Accounts receivable		89,390
Due from other governments		30,277
Prepaid expenses		21,701
Total current assets		406,188
Vehicles and equipment, net of accumulated depreciation		324,781
Total assets		730,969
Liabilities:		
Current liabilities		
Accounts payable		48,219
Accrued payroll and payroll taxes		85,744
Amounts held for others		129,766
Total liabilities		263,729
Net position:		
Unrestricted		142,459
Investment in capital assets		324,781
Total net position	$	467,240

See accompanying notes and independent auditors' report.

Windham County Sheriff's Department
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2015

Operating revenues:	
Charges for services	$ 1,510,064
Operating grants	181,325
Civil process	78,229
Transportation	181,849
Miscellaneous revenues	4,943
Total operating revenues	1,956,410
Operating expenses:	
Contracted services	1,092,028
Process services	55,768
Administration and general	188,636
Automotive services	135,300
Communications services	196,869
Grant expenses	76,467
Miscellaneous expenses	3,205
Depreciation	93,582
Total operating expenses	1,841,855
Net operating profit	114,555
Non-operating revenues (expense):	
Interest income	410
Interest expense	(2,687)
Gain on sale of vehicles	12,767
Total non-operating revenues	10,490
Net profit	125,045
Net position, beginning of year	342,195
Net position, end of year	$ 467,240

See accompanying notes and independent auditors' report.

Windham County Sheriff's Department
Statement of Net Position
For the Year Ended June 30, 2015

Operating activities:		
Cash received from customers	$	1,689,364
Cash received from operating grants		181,325
Cash payments to suppliers for goods and services		(487,499)
Cash payments to employees for services		(1,164,550)
Net cash provided by operating activities		218,640
Cash flows from capital financing activities:		
Purchase of equipment		(183,981)
Principal payments on capital lease		(33,539)
Proceed from sale of vehicles		12,767
Interest expense		(2,687)
Net cash used by capital financing activities		(207,440)
Cash flows from investment activities:		
Interest income		410
Net cash used by capital financing activities		410
Net increase in cash		11,610
Cash, beginning of year		123,444
Cash, end of year	$	135,054
Reconciliation of operating profit to net cash provided by operating activities:		
Net operating profit	$	114,555
Adjustments to reconcile operating profit to net cash provided by operating activities		
Depreciation		93,582
Increase in accounts receivable		(47,711)
Decrease in grant receivable		40,336
Decrease in prepaid expense		4,779
Increase in accrued payroll		5,795
Decrease in other liabilities		(5,602)
Increase in accounts payable		12,906
Total adjustments		104,085
Net cash provided by operating activities	$	218,640

See accompanying notes and independent auditors' report.

(1) Summary of Significant Accounting Policies

The Windham County Sheriff's Department (the Department) is a governmental entity operating under Title 24 Vermont Statutes Annotated Section 290 located in the County of Windham, Vermont. Funding is provided by the State of Vermont and the County of Windham. Operating revenue is generated by service charges, some of which are set by state statute and others are set by the Department. Included among the duties performed by the Department are contracting to provide law enforcement services; security services; control dispatching and other centralized support services; service of lawful writs, warrants and processes; and transportation of prisoners and the mentally disabled.

(a) Basis of accounting

The accompanying financial statements have been prepared using the accrual basis of accounting. The Department's revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.

When both restricted and unrestricted resources are available for use, it is the Department's policy to use restricted resources first, then unrestricted resources, as needed.

(b) Basis of presentation

The Department accounts for ongoing operations and activities using proprietary fund accounting, a method developed with the economic resources measurement focus. This focus is similar to accounting methods used in the private sector.

(c) Vehicles and equipment

Vehicles and equipment are recorded at cost with depreciation computed using the straight-line method over their estimated useful lives. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected as nonoperating activity for the period. The cost of maintenance and repairs is charged to expense as incurred; renewals and betterments over $1,000 are capitalized.

Assets held under capital leases are recorded at the lower of the net present value of the minimum lease payments or the fair value of the leased asset at the inception of the lease. Depreciation expense is computed using the straight-line method over the shorter of the estimated useful lives of the assets or the period of the related lease.

Summary of Significant Accounting Policies (continued)

Estimated useful lives by major classification are as follows:

Office furniture	5 years
Communication equipment	5-7 years
Vehicles	5 years

(d) Unrestricted net position

Unrestricted net assets for proprietary funds represent the net assets available for future operations or distributions.

(e) Use of estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

(f) Accounts receivable

Significant receivables include amounts due from state, town, and contractor contracts. These receivables are due within one year. The Department has not recorded an allowance for uncollectible accounts at June 30, 2015, as all amounts are deemed collectible.

(g) Subsequent events

The Department evaluated subsequent events through December 18, 2015, the date the Department's financial statements were available to be used and no events or transactions occurred.

(2) Cash and Categories of Risk

There are three categories of credit risk that apply to the Department's balance:

1. Insured by the FDIC or collateralized with securities held by the Department or by the Department's agent in the Department's name.

2. Collateralized with securities held by the pledging financial institution's trust department or agent in the Department's name.

3. Uncollateralized.

Cash and Categories of Risk (continued)

The Sheriff's Department's bank balances are categorized below to give an indication of the level of risk assumed by the Department at June 30, 2015.

	Book Balance	Bank Balance
Insured deposits	$ 134,979	$ 123,369
Uninsured deposits	-	-
Cash on hand	75	75
Total cash deposits	$ 135,054	$ 123,444

(3) Vehicles and Equipment

Vehicles and equipment are summarized as of June 30, 2015 by major classifications as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Vehicles	$ 687,039	$ 15,000	$ (20,034)	$ 682,005
Office equipment	131,075	665	-	131,740
Communication equipment	386,068	168,316	-	554,384
Patrol equipment	93,138	-	-	93,138
Total vehicles and equipment	1,297,320	183,981	(20,034)	1,461,267
Less accumulated depreciation	(1,062,938)	(93,582)	20,034	(1,136,486)
Vehicles and equipment, net	$ 234,382	$ 90,399	$ -	$ 324,781

(4) Cost Sharing

Under Vermont law, Windham County and the State of Vermont are required to cover certain costs of the Windham County Sheriff's Department. Such costs include the Sheriff's salary and benefits, administrative salary and benefits, office space, certain automotive expenses and others. The amount expended by the County and State during the year ended June 30, 2015 has not been determined.

(5) Operating Grants

The Windham County Sheriff's Department received grants from the U.S. Government and other grantors. Entitlements to the resources are generally based on compliance with terms and conditions of the grant agreements and applicable federal regulations, including the expenditures of the resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. Any disallowance as a result of these audits becomes a liability of the Department. As of June 30, 2015, management believes that no material liabilities will result from such audits.

(6) Cash Held for Others

The Department acts as the fiscal agent for West River Valley Thrives, a community service group that promotes healthy lifestyle choices with an emphasis on the prevention of alcohol, tobacco, and drug use by young people. As of June 30, 2015, total funds held for this organization totaled $129,766.

(7) Risk Management

The Department is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Department maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Department. Settled claims have not materially exceeded this commercial coverage in any of the past three fiscal years.

(8) Administration Fee

The Sheriff is allowed a 5% commission fee for contract administration on most contracts. This amount is accrued monthly and the Sheriff only draws from the balance when he feels drawing will not cause undue stress on the department's resources. As of June 30, 2015, total commission paid to the Sheriff was $30,600 and the balance eligible to de drawn was $40,482.

McSOLEY McCOY & CO.
Certified Public Accountants and Business Advisors

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*

Keith Clark, Sheriff
Windham County Sheriff's Department
Newfane, Vermont

We have audited the financial statements of the business-type activities of the Windham County Sheriff's Department of the County of Windham, Vermont (the Department) as of and for the year ended June 30, 2015, which comprise the Windham County Sheriff's Department's basic financial statements, and have issued our report thereon dated December 18, 2015. 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 of the United States of America.

Internal Control Over Financial Reporting

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

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.

Our consideration of internal control over financial reporting 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 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 items 2015-01, and 2015-02 that we consider to be significant deficiencies in internal control over financial reporting. A *significant deficiency* is a deficiency, or 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.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Department's financial statements are free of material misstatements, 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*.

This communication is intended solely for the information and use of the Department and is not intended to be and should not be used by anyone other than these specified parties.

McSoley McCoy & Co.

December 18, 2015
VT Reg. No. 92-349

Windham County Sheriff's Department
Schedule of Findings and Questioned Costs
June 30, 2015

Internal Control – Significant Deficiencies

Findings

2015-01 Revenue and Expense Recognition

The accrual basis of accounting requires that revenue and expenses be recognized when revenue is earned or becomes realizable and when expenses are incurred. During our audit we noted that revenue and expenses for several services performed and received were recorded to the wrong fiscal year.

We recommend that management implement procedures to ensure all revenue and expenses be recognized to the proper period. This should include reviewing invoices to determine that charges are billed for the same period the service was rendered, reviewing invoices to determine if there are prepaid amounts for coverage after year end, and reviewing invoices that are received after year end to ensure they are recorded to the proper period.

Management's Response

Management agrees that reporting revenue and expenses to the appropriate time period is prudent and proper. The WCSO does attempt to properly account for revenue and expenses. From time to time due to the complexities and variations of the type of services provided there is a need to make journal adjustments in order to document the finances of the agency. Management can only respond to this finding in general as it is not aware of the specifics of the findings of the audit.

2015-02 Capitalization of Assets

The Department has a policy of capitalizing assets greater than $1,000. We noted that several disbursements had been recorded as expenses rather than capital assets. In addition, capital assets that are purchased with grant funds or received through other sources should also be considered as a capital asset with the corresponding revenue recorded, as applicable.

We recommend that the Department adhere to their capitalization policy or consider updating the policy.

Management's Response

Management agrees with this finding and will develop and implement procedures that will enhance what is already being done to recognize capital purchases. Furthermore, management of WCSO will review and update its "Accounting Policies and Practices" policy to account for currently accepted practices.