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August 8, 2019

Mr. Timothy Goddard
Town Administrator
Town of Carlisle
66 Westford Street
Carlisle, MA 01741

Dear Mr. Goddard:

CliftonLarsonAllen (“CLA”) was engaged by you to perform consulting services for the Town of Carlisle (“TOWN”). Our services consisted of reconciling cash activity of the Treasurer’s cashbook with the bank statements and the MUNIS general ledger for the period from March 1, 2019 through July 3, 2019.

Objective

The objective of our engagement was to identify any irregular or unidentified transactions deposited into, disbursed or withdrawn from any of the Town’s bank accounts during the period from March 1, 2019 through July 3, 2019.

Findings

We reconciled cash activity for the period from March 1, 2019 through July 3, 2019 between the banks’ records and the Treasurer’s records and found no instances of irregular or unidentified transactions deposited into, disbursed or withdrawn from any of the Town’s bank accounts during that period.

We found some instances in which the Treasurer’s cashbook was missing information or had a clerical error but these were just timing differences that have now been correctly reported on the Treasurer’s cashbook as a result of our engagement.

Engagement Limitations

The scope of our work is limited, and does not include an audit, examination, review, or compilation of financial statements as those terms are defined in standards promulgated by the AICPA, and accordingly we express no such opinion on the financial information or other information we received in the course of our work.

Additional information may become available to us. In addition, we may be asked to consider additional information and comment on that information relating to this matter. Consequently, we reserve the right to revise our report after consideration of any such additional information.

This report is prepared in connection with the aforementioned matter and should not be used for any other purpose.

Respectfully submitted,

A handwritten signature in black ink that reads 'Daniel M. Sullivan'.

Daniel Sullivan, CPA
Principal