

ANNUAL MEETING AGENDA
TUESDAY, APRIL 18, 2017
7:00 P.M. – ALBION TOWN HALL

The Annual Town Meeting was called to order by Chairman Bob Venske on Tuesday, April 18, 2017 at 7:00 p.m. at the Albion Town Hall with the following members present: Bob Venske, Thad Andrews, Abigail Staff, Pat Tesar and Julie Hanewall, Clerk, along with 12 concerned citizens. Jeff Lehnherr absent. The Pledge of Allegiance was led by Bob Venske.

Conformation of the Meeting Notice – The meeting was posted at 4 locations: Albion Town Office, Outside the Albion Town Hall, Oberg's Bar and Piggly Wiggly. It was also posted on the Albion Website.

Approval of 2016 Annual Town Meeting Minutes – Pat Tesar made a motion to approve, Thad Andrew 2nd. 5 ayes, motion carried.

Report on status of Township – The Town Hall was rented 30 times and the Pavilion was rented 26 times last year. The loan for the Hillside Rd project is paid off. The Town had about 40,000 left in savings. The Albion Rd project because of conversations with contractors and the Town Engineer will be postponed. This is due to the traffic that will be diverted off of the interstate. The grant the Town received is good until 2020. We are also going to incorporate the rest of Edgerton Rd (old Hwy 106) in the same project that will also be on hold. The Engineering is almost complete and will have to be reviewed when we put the project out to bid. The delineation for the wetland at the Dallman Rd Culvert project should be done next week. It will go out for bids by June. Property owners (2) have been contacted, they will have to divert the creek during this construction. This should take about two months to complete.

Dane County Sheriff's Report – Clerk Hanewall stated there is a new Lieutenant for the Southwest Precinct, Gordon Bahler. He will be in charge of the Southwest Office and we have a new community Deputy: Leslie Fox. All her info is on the Website.

Swearing in of Town Officers – Clerk Hanewall swore in Bob Venske as chairman, and Abigail Staff and Bruce Hudson as supervisors.

Discussion and possible action on contribution to Stoughton Sr. Center and Edgerton Sr. Center – No representatives for the Stoughton Sr. Center, Kim Olson made a motion to give \$1000 to Edgerton Sr. Center, Jay Harding 2nd. 16 ayes, motion carried.

Audit Report – Lynn Lutz from Eagle Audit and Accounting did not attend the meeting this year. The letter stated there were no significant difficulties in dealing with management in performing and completing out audit. A copy of the audit can be obtained at the Town Office.

Fire District – Doug Dypold will be resigning from the Albion representative and the Edgerton Fire District in May. Doug feels they have turned the corner and is moving in a better direction. They have 4 new recruits on the fire side and 3 on the EMS side. This is not an all-volunteer Fire Dept. any more, it is a paid on call basis. Bob Venske thanked Doug for his service. Tesar stated Doug was an asset to the town and the Fire District. Thad Andrews will be taking Doug's place.

Public Participation/Comment – Jerrod Wileman would like to put a soft ball diamond in the park for the kids to play on. This would be for the 4-H kids, the 4-H would do fund raisers for it. Put it in the corner of the park on Albion and Academy.

Would like back drop and bases. Kim Olson is against this, stated it is a safety issue on that corner, too much traffic. Not opposed to a temporary back stop, it is one of the only open areas in the park. She thinks it is a dangerous corner for the kids. Can't use the other diamond, need a soft ball diamond. Bob talked to Andy, would want a permanent back stop that would keep the balls out of the road and could maintain easily. The Town would want a design and cost. They would need removable bases at the end of the game. They will look at some other township parks, would like to get dimensions and a base line drawing. Will get the Board a drawing.

Set date and time for 2018 annual meeting – Meeting is set for Tuesday, April 17, 2018 at 7:00 p.m.

Any other business that may legally come before the Board – Would like to see packets put on the Town Website, description of rezone or cup on board agenda. Picture of our pillar for the town hall.

Pat Tesar made a motion to adjourn, Doug Dypold 2nd. 16 ayes, motion carried.

Julie Hanewall, Clerk



EAGLE AUDIT & ACCOUNTING, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Members of:
American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants
Government Audit Quality Center

April 13, 2018

To the Town Board
Town of Albion

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Albion, WI for the year ended December 31, 2017, and have issued our report thereon dated April 13, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 3, 2018, our responsibility, as described by professional standards, is to express opinions 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 as applicable to the cash basis of accounting. 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.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town 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 2017. We noted no transactions entered into by the governmental unit 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. There were no significant estimates during 2017.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

1181 NORTH FOURTH
AVENUE
PARK FALLS,
WISCONSIN
PHONE 715-762-4909
FAX 715-762-3359
robbiller@pctcnet.net

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. Management has corrected all such misstatements. In addition, see the findings Multiple Material Audit Adjustments below.

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 April 13, 2018.

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 governmental unit'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

Segregation of Duties – Material Weakness – during our audit we noted that the small staff of the Town does not allow for proper segregation of finance duties. While this is not unusual in a municipality of your size we bring this to your attention because the Board's knowledge of Town affairs is the best compensating control available for this situation. We do not expect any corrective action on this finding in the future.

Multiple Material Audit Adjustments – Material Weakness – as part of our audit we adjust the client's general ledger for errors and omissions that we find in the books. Usually these adjustments are minimal in amounts and number, however, we have made significant material audit adjustments for 2017. The adjustments mainly are in relation to the tax levy. 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 governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Changing dates on checks after issuance – we note during our audit that there were checks that had been issued and cleared by the bank that were subsequently changed to post in the new year. This practice **must stop**, the town is a cash basis entity and payments can only be expensed in the period in which they are paid.

This information is intended solely for the use of the Town Board and management of the Town of Albion and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Eagle Audit & Accounting, LLC

Eagle Audit & Accounting, LLC
Certified Public Accountants
Park Falls, Wisconsin

TOWN OF ALBION, WISCONSIN
FINANCIAL STATEMENTS – CASH BASIS
YEAR ENDED DECEMBER 31, 2017

EAGLE AUDIT & ACCOUNTING, LLC
CERTIFIED PUBLIC ACCOUNTANTS
PARK FALLS, WISCONSIN

Town of Albion, WI

TABLE OF CONTENTS

Independent Auditor's Report.....1

Financial Statements – Cash Basis

Statement of Activities and Net Assets.....3

Statement of Cash Receipts, Disbursements and Changes
in Cash Balances - All Governmental Funds– Cash Basis4

Statement of Cash Receipts, Disbursements and Changes
In Cash Basis Net Assets – Fiduciary Funds.....5

General Fund Statement of Receipts, Disbursements and Changes
In Cash Balance-Budget to Actual – Cash Basis.....6

Notes to Financial Statements7



EAGLE AUDIT & ACCOUNTING, LLC
CERTIFIED PUBLIC ACCOUNTANTS

Members of:
American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants
Government Audit Quality Center

INDEPENDENT AUDITOR'S REPORT

1181 NORTH FOURTH
AVENUE
PARK FALLS,
WISCONSIN
PHONE 715-762-4909
FAX 715-762-3359
robbiller@pctcnet.net

Town Board
Town of Albion
Edgerton, Wisconsin

Report on the Financial Statements

We have audited the accompanying cash basis financial statements of the Town of Albion, WI ("Town") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting; 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.

Auditor's Responsibility

Our responsibility is to an 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the cash basis financial statements are free of 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 auditor's 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the Town as of December 31, 2017, and the respective changes in financial position thereof for the year then ended in accordance with the basis of accounting described in Note 1.

Emphasis of Matter

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Eagle Audit & Accounting, LLC

Eagle Audit & Accounting, LLC
Certified Public Accountants

April 13, 2018
Park Falls, Wisconsin

TOWN OF ALBION

Statement of Activities and Net Assets - Cash Basis

As of December 31, 2017

Functions/Programs	Cash Disbursements	Program Cash Receipts		Net (Disbursements) Receipts and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
General Government	\$ 192,908	2,580	\$ -	\$ (190,328)
Public Safety	19,251	-	7,797	(11,454)
Public Works	629,502	135,932	194,969	(298,601)
Health & human services	-	350	-	350
Culture, recreation, and development	1,421	-	-	(1,421)
Debt service	88,208	-	-	(88,208)
Net governmental activity (disbursements) receipts	<u>929,290</u>	<u>138,862</u>	<u>202,766</u>	<u>(587,662)</u>
General receipts:				
Property taxes levied for general purposes				462,368
Intergovernmental revenues not restricted to a specific program				38,272
Unrestricted investment earnings				273
Miscellaneous unallocated revenues				83,840
Total general receipts				<u>584,753</u>
Change in net assets				(22,909)
Net assets - beginning of the year				106,636
Net assets - end of year				<u>\$ 83,727</u>
Assets				
Cash				83,727
Total Assets				<u>\$ 83,727</u>
Net Assets				
Restricted:				
Special projects				1,472
Unrestricted				82,255
Total Net Assets				<u>83,727</u>
Total Liabilities and Net Assets				<u>\$ 83,727</u>

See accompanying notes to financial statements.

TOWN OF ALBION

Statement of Cash Receipts, Disbursements, and Changes in Cash Balance
All Governmental Funds - Cash Basis

For the Year Ended December 31, 2017

	General Fund	Total Governmental Funds
	<u> </u>	<u> </u>
Receipts:		
Taxes	\$ 462,368	\$ 462,368
Intergovernmental	241,038	241,038
Regulation and compliance	29,671	29,671
Public charges for services	138,862	138,862
Commercial	34,442	34,442
Total receipts	<u>906,381</u>	<u>906,381</u>
Disbursements:		
General government	192,908	192,908
Public safety	19,251	19,251
Public works	434,178	434,178
Culture, recreation and development	1,421	1,421
Debt service	86,208	86,208
Capital outlay	195,324	195,324
Total disbursements	<u>929,290</u>	<u>929,290</u>
Excess (deficiency) of receipts over disbursements	(22,909)	(22,909)
Cash balance - beginning of year	<u>106,636</u>	<u>106,636</u>
Cash balance - end of year	<u>83,727</u>	<u>83,727</u>

TOWN OF ALBION

Statement of Cash Receipts, Disbursements, and Changes
In Cash Basis Net Assets

Fiduciary Fund

As of December 31, 2017

	Agency Fund
	<u>Advance Tax Collections</u>
Cash Receipts	1,553,961
Cash Disbursements	1,473,924
Change in Net Assets	<u>80,037</u>
Net Assets - beginning of year	<u>1,473,924</u>
Net Assets - end of year	<u>\$ 1,553,961</u>
Assets	
Cash	1,553,961
Total Assets	<u>\$ 1,553,961</u>
Net Assets	
Reserved Net Assets	1,553,961
Total Net Assets	<u>\$ 1,553,961</u>

TOWN OF ALBION

General Fund Statement of Receipts, Disbursements and Changes in Cash Balance

Budget and Actual - Cash Basis

For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Receipts:				
Taxes	\$ 460,220	\$ 460,220	\$ 462,368	\$ 2,148
Intergovernmental	232,828	232,828	241,038	8,210
Regulation and compliance	18,350	18,350	29,671	11,321
Public charges for services	138,751	138,751	138,862	111
Commercial	19,000	19,000	34,442	15,442
Total receipts	<u>869,149</u>	<u>869,149</u>	<u>906,381</u>	<u>37,232</u>
Disbursements:				
General government	303,901	303,901	192,908	110,993
Public safety	20,468	20,468	19,251	1,217
Public works	543,254	543,254	434,178	109,076
Culture, recreation and development	-	-	1,421	(1,421)
Debt service	-	-	86,208	(86,208)
Capital outlay	-	-	195,324	(195,324)
Total disbursements	<u>867,623</u>	<u>867,623</u>	<u>929,290</u>	<u>(61,667)</u>
Excess (deficiency) of receipts over disbursements	1,526	1,526	(22,909)	(24,435)
Cash balance - beginning of year	106,636	106,636	106,636	-
Cash balance - end of year	<u>\$ 108,162</u>	<u>\$ 108,162</u>	<u>\$ 83,727</u>	<u>(24,435)</u>

See accompanying notes to financial statements.

Town of Albion

Notes to Financial Statements – Cash Basis

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Albion, WI (the "Town") have been prepared on the cash basis of accounting, which is a special purpose framework other than generally accepted accounting principles. The significant accounting principles and policies utilized by the Town are described below.

Reporting Entity

The Town of Albion, WI (herein "the Town") is located in Dane County, Wisconsin and is incorporated under the provisions of the State of Wisconsin. The Town operates under an elected Board form of government and provides the following services as authorized by its charter: Public safety, roads, and general administrative services.

Fund Accounting

The accounts of the Town are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which are comprised of each fund's cash, fund equity, receipts, and disbursements, as appropriate. Governmental resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds in the financial statements in this report are as follows:

Governmental Fund Types:

General Fund – The General Fund is used to account for all financial resources, except those required to be accounted for in another fund.

Fiduciary Funds –

Agency Fund – The advance tax collections agency fund is used to hold taxes collected for the following year's tax levy prior to being disbursed to the other entities in the following year.

Basis of Presentation

The Town applies restricted resources first when a disbursement is made for a purpose for which both restricted and unrestricted net assets are available.

Basis of Accounting - Cash

The accounts of the Town are maintained, and the accompanying financial statements have been prepared, on the cash basis of accounting. Accordingly, revenues and expenditures are recognized only as cash is received or disbursed, and receivables, inventories, prepaid expenses, accrued expenses and vouchers payable are not reflected in the financial statements. Purchases of property and equipment are recorded as disbursements when paid.

Budgets

The Town prepares annual budgets for its operations as required by its charter. Budget columns in the financial statements represent estimated revenue and authorized appropriations adopted by the Town Board in November of the preceding year. The Board has the authority to amend the budget, including authorizing additional appropriations. All appropriations lapse at year-end. The budget is adopted at the total expenditures level.

Deposits and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from date of acquisition.

State statutes permit the Town to invest available cash balances, other than debt service funds, in time deposits of authorized depositories, U.S. Treasury obligations, U.S. agency issues, high grade commercial paper, and the local government pooled-investment fund administered by the state investment board. The Town has no policy that further limits deposits and investments.

No violations of these restrictions occurred during the year.

General Fixed Assets

General fixed assets purchased are recorded as expenditures of the period in which purchased.

Taxes and Assessments

Personal and real estate property taxes are levied in December by the Town Board in conjunction with the adoption of the annual budget for the ensuing fiscal year beginning January 1. Levies are based on assessed property values certified on January 1 of the prior year and become a lien on the property at the beginning of the fiscal year. Real estate taxes may be paid in two equal installments due the end of January and July 31. Personal property taxes must be paid in full by the end of January. The County collects all real estate taxes. Settlement with other taxing entities is made on or about February 15. In August the County pays the Township in full for all outstanding real estate taxes due. The Township retains the responsibility for collection of personal property taxes.

Subsequent Events

Subsequent events have been evaluated through April 13, 2018, which is the date the financial statements were available to be issued.

NOTE 2 - CASH BALANCE

Deposits in banks are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for time deposits and \$250,000 for checking deposits. In addition, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per institution above the amount provided by the FDIC. However, due to the relatively small size of the Guarantee Fund in relation to the total coverage, total recovery of losses may not be available.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2017, the carrying value of the LGIP's assets was \$1,472 and the fair value was \$1,472. Investments in the local government investment pool are covered under a surety bond issued by Financial Security Assurance, Inc. The bond insures against losses arising from principal defaults on substantially all types of securities acquired by the pool except US Government and agency securities. The bond provides unlimited coverage on principal losses, reduced by any FDIC and State of Wisconsin Guarantee Fund insurance.

At December 31, 2017, deposits are summarized as follows:

	FDIC			Bank	Carrying
	Insured	Guaranteed	Collateralized	Balance	Amount
Bank	\$1,000,000	\$400,000	-	\$1,650,611	\$1,636,216
Other			1,472	1,472	\$1,472

As shown above, as of December 31, 2017, \$250,611 of the Town's deposits with financial institutions are in excess of federal and state depository insurance limits.

The above cash balance is accounted for as follows:

General Fund	\$ 83,727
Fiduciary Fund –Advance tax collection	<u>1,553,961</u>
Total	<u>\$1,637,688</u>

Deposits of the Town are subject to various risks. Presented below is a discussion of the specific risks and the Town's policy related to the risk.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The Town does not have an additional custodial credit risk policy.

NOTE 3 – Advance Tax Collections

At December 31, 2017, the Clerk-Treasurer was holding deposits resulting from tax collections of \$1,553,961 related to the subsequent year tax levy. In February of 2018, this will be paid to the county, public school district, vocational school district, and state governments based on the levy apportionment. The Township's share will become part of the bank balance.

NOTE 4 – Stewardship and Accountability

The Town did not have any violation of legal or contractual provisions for the fiscal year ended December 31, 2017.

NOTE 5 – Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; workers compensation; and natural disasters. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There has been no reduction in insurance coverage from that in prior years.

NOTE 6 - Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from these estimates. The Town currently has no significant estimates included in the financial statements.

Note 7 – Expenditures in Excess of Budget

During 2017 the Town had expenditures in excess of budget in the following functions:

Capital Outlay	195,324
Debt service	86,208
Culture, recreation	1,421

Client: **ALBION - TOWN OF ALBION**
 Engagement: **2017 - TOWN OF ALBION**
 Period Ending: **12/31/2017**
 Trial Balance: **G-04 - Trial Balance**
 Workpaper: **G-06 a - Adjusting Journal Entries Report - 2**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1				
TO RECLASSIFY RETURN OF ASD DEPOSIT TO TOWN FROM CKSD				
4701	OTHER INCOME		29,257.00	
1080	CASH ON DEPOSIT WITH CKSD			25,000.00
4330	BANK INTEREST			4,257.00
Total			29,257.00	29,257.00
Adjusting Journal Entries JE # 2				
TO ADJUST ADVANCE COLLECTIONS TO DEC COLLECTIONS AND OVERPAYMENTS PAID OUT AND REVERSE CLIENT				
2430	DUE TO STATE AND COUNTY		4,448.00	
2500	ADVANCE TAX COLLECTIONS		306.00	
2500	ADVANCE TAX COLLECTIONS		1,473,924.00	
4100	GENERAL PROPERTY TAXES		1,553,961.00	
2416	DUE TO ASD4 LEVY			306.00
2500	ADVANCE TAX COLLECTIONS			4,448.00
2500	ADVANCE TAX COLLECTIONS			1,553,961.00
4100	GENERAL PROPERTY TAXES			1,473,924.00
Total			3,032,639.00	3,032,639.00
Adjusting Journal Entries JE # 4				
TO ALLOCATE PAYROLL TAXES				
5022	BOARD PAYROLL TAXES		1,021.00	
5622	HIGHWAY PAYROLL TAXES		9,130.00	
5922	TOWN HALL PAYROLL TAXES		177.00	
6112	CLERK PAYROLL TAXES		1,956.00	
6190	PAYROLL TAXES			12,284.00
Total			12,284.00	12,284.00
Adjusting Journal Entries JE # 6				
TO ADJUST PR TAX LIAB TO ACTUAL PER JAN 2018 PAYMENTS				
2150	Payroll Liabilities		7,090.00	
5638	TREE TRIMMING			7,090.00
Total			7,090.00	7,090.00
Adjusting Journal Entries JE # 7				
TO RECLASSIFY ASD FUND BALANCE TO TOWN FUND BALANCE				
3950	ASD TRUST FUND BALANCE RESTRICTED		8,180.00	
3900	RETAINED EARNINGS			8,180.00
Total			8,180.00	8,180.00
Adjusting Journal Entries JE # 9				
TO ADJUST TAX LEVY TO CORRECT CASH IMBALANCE THROUGH TREE ACCT				
4100	GENERAL PROPERTY TAXES		9,298.00	
5638	TREE TRIMMING			9,298.00
Total			9,298.00	9,298.00

TOWN OF ALBION

April 13, 2018

Eagle Audit & Accounting, LLC
PO Box 525
Park Falls, WI 54552

We are providing this letter in connection with your audit of the financial statements of the Town of Albion as of December 31, 2017 and for the fiscal year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the cash basis financial position of the government, and the respective changes in cash position, in conformity with the cash basis special purpose framework. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with the cash basis special purpose framework. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, as of April 13, 2018, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 3, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the cash basis special purpose framework.
- 2) The financial statements referred to above are fairly presented in conformity with the cash basis special purpose framework.
- 3) We acknowledge our responsibility for 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.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 7) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed.

Information Provided

- 9) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board or summaries of actions of recent meetings for which minutes have not yet been prepared.

- 10) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 11) We have no knowledge of any fraud or suspected fraud that affects the Town and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 12) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 13) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 14) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 15) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 16) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 17) We have a process to track the status of audit findings and recommendations.
- 18) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 19) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements.
- 26) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 27) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 28) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

- 29) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 30) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 31) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

Signed: