



Town of Trumbull Special Revenue Funds - Update

TOWN OF TRUMBULL, CT

January 29, 2021

Therese Keegan

Financial/Accounting Controls Analyst

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January 29, 2021

Ms. Lainie McHugh, Chairperson
Town of Trumbull Board of Finance
5866 Main Street
Trumbull, CT 06611

Dear Ms. McHugh:

I respectfully submit the attached report entitled Town of Trumbull - Special Revenue Funds Update, the objectives of which were to ensure:

1. Fund policy is written and communicated, to include:
 - New fund set up - authorization and documentation
 - Receipts - safeguarded, deposited timely, posted accurately
 - Disbursements - appropriate authorization and compliant with fund purpose
2. Account activity and balances are reconciled and monitored, and fund is inactivated if/when appropriate

I would like to thank Maria Pires, Director of Finance, and Town employees of various Departments who assisted in the completion of this review.

Respectfully submitted,

Therese Keegan
Financial/Accounting Controls Analyst

Background

This month's report is entitled Town of Trumbull – Special Agency Funds Update. These funds were audited in 2013 and again 2016. Both of the reports are available for review on the Town's website.

The general purpose of these accounts has been to segregate resources and restrict expenditures for clearly identified projects, events or grants. A number of these Special Agency Accounts have been in existence for many years; some pre-date the transfer of data to the MUNIS financial system in 2001, which would add difficulty to reconciliation. Some Town departments utilize multiple Special Agency Accounts for various functions of their operations. Town Finance purchasing guidelines are to be followed for payments made from these accounts.

Definition of a Fund

The Town's funds can be classified into three types:

1. Governmental Funds consist of:
 - the General Fund, which accounts for all activities of the Town not included in other specific funds
 - Capital Projects and non-major funds, such as Special Revenue Funds where revenues are designated or legally restricted
2. Proprietary Funds consist of:
 - Enterprise Funds (WPCA and Tashua Knolls Golf Course)
 - Internal Service Funds (internal cost allocations: vehicle leases, medical insurance, worker's comp)
3. Fiduciary Funds benefit parties outside the government (Pension Trusts):
Related entities may have some of the same characteristics as a fund yet they do not fully meet the definition. The general purpose of these entities is to segregate resources and restrict expenditures to clearly identifiable purposes. These entities include a number of specifically defined "accounts" with dedicated revenues and related restricted expenditures. In each case, revenue is appropriated, spending is restricted, and any balance remaining in the account at year end does not cancel to the general or other fund.

In the simplest possible situation, a government unit could be in conformity with generally accepted accounting principles if it used a single fund, the general fund, to account for all events and transactions, but there are reasons to have more than one fund:

- Requirements under federal law to segregate resources from the federal government into a separate fund
- To potentially improve control and oversight of contractually restricted use of funds
- When spending activity is significantly different from general fund spending so that a new fund may be required

The general rule is to establish the minimum number of separate funds consistent with legal specifications, operational requirements, and the principles of fund classification. Too many funds causes inflexibility and undue complexity in budgeting, accounting, and other phases of financial management, and is best avoided in the interest of efficient and simplification of overall financial administration. Once the need for the fund is met any remaining balance should be closed into the general fund if legally permitted.

Prior Audits

The findings and recommendations of the 2013 and 2016 reports remain substantially the same in this report, summarized as follows:

Finding	Status
Policy & Procedures need to be prepared and distributed to the Finance Team and to Department Managers. The Policy should include the following topics: <ul style="list-style-type: none"> •When the setup of a new fund would be appropriate • Documentation and authorization required to set up a new fund •Document retention requirements • Disbursement authorization • Roles, responsibilities and instructions for review/reconciliation of the fund • Potential inclusion in budget process • Process to close out balance and inactivate account once fund purpose is accomplished 	Auditor has prepared - see Appendix
Original set up documentation should be retained per State guidelines, and available for review upon request	In process going forward
Departments with Special Agency Accounts should prepare and provide signed quarterly reconciliations for Finance Department’s review. Reconciliations should include review of account activity, balance and continued need, and should be filed in the fund’s permanent folder.	Open
Upon quarterly reconciliation, zero balance accounts and accounts for which the purpose is complete should be inactivated. Inactivating unused accounts decreases the possibility of erroneous postings.	Open
By definition, when a fund’s revenue is dedicated or appropriated and spending is restricted, transactions and balances should not be included in the budgeting process. However, if funds were set up merely for oversight convenience, revenue and expense generated by program operations should be included for budgetary purposes	In process going forward
The excessive number of Special Agency Accounts was cumbersome and unnecessarily complicated budgeting and accounting	In process

Trumbull’s Special Revenue Funds consistently total over \$2 million. These funds should be treated with appropriate care and responsibility.

Date	Reported		Special Detail		Active \$0 balance	Total	
	#	\$	#	\$		#	\$
6/30/2013	60	847,234	1	1,489,558	15	76	2,355,867
12/31/2015	66	1,254,331	1	800,470	13	80	2,054,801
12/31/2020	55	1,399,228	3	715,482	24	82	2,114,710

Per detail available in the Appendix, 12/31/20 balances can be summarized as follows:

12/31/2020		Unchanged	Number	Amount
Closed	11	2 years	2	4,424.30
Active	82	3 Years	3	42,416.67
Total	93	4 years	3	36,404.23
		5 years	7	20,604.43
		over 5 yrs	20	14,932.61
		Total Stagnant	35	118,782.24
		Active zero bal	24	-
		Used	23	1,995,928.13
			82	2,114,710.37

93 accounts; 75 funds

Please refer to detail available in Appendix for:

- 2016 Audit schedule of balances as of 6/30/13, 6/30/14, 6/30/15 and 12/31/15
- Current Audit schedule of balances as of 6/30/16 – 6/30/20 and as of 12/31/20

Findings & Recommendations

Finding #1: Inactive accounts - 24 funds consistently had zero activity and a zero balance.

Recommendation: Special Agency Accounts should be reviewed and unused accounts should be inactivated. Inactivating unused accounts decreases the possibility of erroneous postings.

Management Response: Agree, in process.

Finding #2: Credit balance accounts - 8 accounts had credit balances totaling \$20,195.

Recommendation: Funds with credit balances should be closed to other accounts within the department, or if not possible, these balances should be adjusted to the general fund.

Management Response: Agree, in process.

Finding #3: Stagnant funds - 35 funds totaling \$118,782 were stagnant. These funds were not being used for a variety of reasons:

- owners were unaware that the fund existed,
- they did not know if the balance was correct,
- they did not know how to disburse the funds,
- they did not know what the funds could be used for.

Department managers will be made aware of balances and auditor has prepared an account reconciliation training which will be scheduled for all involved. (Appendix). These stagnant funds may be used if still appropriate. If purpose of fund has already been accomplished, remaining balance should be returned, closed out interdepartmentally, or closed to general fund, whichever is applicable.

Recommendation: Special Agency Account Policy must be written and communicated and it must include a reconciliation requirement. On a quarterly basis, each Department Manager should provide the Finance Department with a written reconciliation of the account balance. Finance should acknowledge review via signoff.

Management Response: Agree and will work with Auditor to implement process.

Finding #4: Unmatched revenue & expense – for the most part, the Trumbull Revenue Funds were set up to improve control and oversight of funds. The funds provide both revenue and expense transactions so

that account balances can be identified at any point in time. Reported in the 2016 audit, accounts remain where revenue was posted to the fund account and expenses were paid from the general fund:

- The Copying Fees fund reports revenue; the associated expense is paid from the general fund. Activity should be matched. Balance was \$10,569 as of 12/30/15 and has remained stagnant at \$14,203 since 2016.
- The Library's BEI Video fund reports income; the associated expense was paid from the general fund. Activity should be matched. Balance was \$1,335 as of 12/30/15 and has been stagnant \$2,315 since 2018.

Recommendation: On a quarterly basis, each Department Manager should provide the Finance Department with a written reconciliation of the account activity and balance.

Management Response: Agree, will post entries to close these accounts to General Fund.

Appendix

Town of Trumbull
Policy and Procedures

Special Agency Accounts

January 2021

Index

- 1.0** **Policy purpose**
- 2.0** **Departments involved**
- 3.0** **Special Agency Account definition**
- 4.0** **When the setup of a new fund would be appropriate**
- 5.0** **Documentation and authorization requirements**
- 6.0** **Document retention requirements**
- 7.0** **Disbursement authorization**
- 8.0** **Roles, responsibilities and instructions for review/reconciliation of the fund**
- 9.0** **Inclusion in budget process**
- 10.0** **Process to close and inactivate account once fund purpose is accomplished**

1.0 Policy Purpose

This Policy and Procedure document provides technical guidance related to the use of Special Agency Accounts. Additionally, it standardizes responsibilities and operational processes related to:

- authorization and set up of a new fund
- document retention and reconciliation requirements of a fund
- budgetary discussion
- account inactivation when appropriate

2.0 Departments Involved

- 2.1 Every Department for which a Special Agency Account currently exists or for which a new account is requested is involved with the process.
- 2.2 The Finance Department is involved as an intermediary with Board of Finance, and in an approval/review capacity.

3.0 Definition of a Special Agency Account

- 3.1 A Special Agency Account is an account established to collect money that must be used for a specific project or purpose. Funds are segregated in accordance with laws and regulations or special restrictions and limitations.
- 3.2 The funds do not close to the general fund. They remain in existence until the fund purpose has been accomplished. Any remaining balance should be returned, or if permitted, closed to the general fund. The account should then be inactivated in MUNIS.

4.0 Appropriate set up of Funds

- 4.1 Grants, Endowments, Trusts: Special Agency Accounts are specifically defined “accounts” with dedicated revenues and related restricted expenditures. Accounts may be legally required per grant, endowment or trust document.
- 4.2 Fees, Donations: Special Agency Accounts may be required to appropriately match revenue and expense as these accounts do not close to the general fund on an annual basis.

5.0 New Fund documentation and authorization requirements

- 5.1 When a Special Agency Account is required, source documents and information should be gathered and provided to the Finance Department:
 - Department requesting
 - Source of funds
 - Amount expected
 - Purpose of fund
 - Appropriate use of funds
 - Term, if applicable

6.0 Document retention

- 6.1 Source documents and set up information should be retained by the Department requesting the Fund. Such documentation must be available for review upon request.

- 6.2 Per State of Connecticut, documents must be retained while the Fund is active and for the mandated period of time once the Fund purpose has been accomplished and the account is inactivated. Current documentation retention requirements available at:
<http://ctstatelibrary.org/publicrecords/state>

7.0 Disbursement authorization

- 7.1 Disbursement authorization is governed by the Charter of the Town of Trumbull. Any deviation to the Charter provisions must be approved in writing by the Director of Finance.

8.0 Roles and responsibilities

- 8.1 Department Managers are responsible for new account requests, for obtaining and maintaining set up documentation, for review and quarterly written reconciliation of each Special Agency Account for their Department, for budgetary discussions and for inactivation of account once specified purpose of Fund has been accomplished.
- 8.2 The Finance Department is responsible for the review of requests for account set up and for obtaining the Board of Finance approval for the activation of new Special Agency Accounts. The Finance Department is also responsible for the review of the quarterly reconciliations prepared by Department Managers.

9.0 Budget

- 9.1 All Special Agency Accounts are to be presented during budget discussions. At a minimum, the following information will be presented for each Fund of the Department:
- Purpose of fund
 - Balance of fund
 - Funding source
 - Appropriate use

10.0 Account inactivation

- 10.1** When the purpose of an Account has been accomplished, remaining balance should be returned or closed to general fund, whichever is applicable. As stated in Section 8.1, it is the responsibility of the Department Manager to notify the Director of Finance when the Account purpose has been accomplished or when anticipated funds have been depleted. Director of Finance will return remaining funds or close any balance remaining in the Account and inactivate in the ledger system.

Special Agency Account detail – As of 12/31/20

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Stagnant

ORG	DESC	Dept.	STATUS	12/31/2020	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016
72010100	Nature Commission	Nature	A	110.65	110.65	110.65	110.65	110.65	110.65
72010400	Concerts	Close	A	0.33	0.33	0.33	0.33	0.33	0.33
72013000	Police Testing	PD	A	10,201.93	10,201.93	10,113.94	8,552.57	9,019.54	3,059.54
72013600	Calling Card Donations	Close	A	-	-	-	1,275.45	1,275.45	1,275.45
72014600	Red Carpet Day	P&Z	A	59.24	59.24	59.24	359.24	1,359.24	1,359.24
72022000	MNTNCE/REP-EQUIPMENT/BUILDING	Close	A	-	-	-	-	-	-
72022600	PROGRAM EXPENSES	EMS	A	3,036.82	3,036.82	3,036.82	3,036.82	3,036.82	3,036.82
72022600	CAPITAL OUTLAY	EMS	A	4,365.06	4,365.06	4,365.06	8,916.94	8,916.94	22,366.94
72023400	Disaster Trailer	Close	A	(27.06)	(27.06)	(27.06)	(27.06)	(27.06)	1,901.08
72030100	Alt Fuel Car	Close	A	-	-	-	-	-	-
72030100	CAPITAL OUTLAY	Close	A	-	-	-	-	-	-
72050400	Youth Commission	Youth	A	18,917.28	11,917.28	18,957.73	33,351.94	50,498.01	54,189.46
72060000	ELC Playground	Parks	A	709.38	709.38	709.38	709.38	709.38	709.38
72060600	BEI Video	BEI	A	2,314.93	2,314.93	2,134.93	1,994.93	1,614.93	1,434.93
72080065	Town Wide Events	Finance	A	4,197.14	4,197.14	4,197.14	4,197.14	4,197.14	4,197.14
72080900	Arts Commission	Arts	A	2,879.48	3,929.48	1,198.90	53.85	138.56	-
72130000	Town Insurance Claims	Finance	A	278,074.25	283,735.25	239,638.57	113,661.34	65,913.99	90,389.70
72130013	PROGRAM EXPENSES	Close	A	-	-	-	-	-	-
72130013	Beaches CAPITAL OUTLAY	Parks	A	525.67	525.67	525.67	525.67	525.67	525.67
72130014	Kachele Farm Irrigation	Close	A	(7,959.41)	(7,959.41)	(7,959.41)	(7,959.41)	(7,959.41)	(7,959.41)
72130015	Feral Cat Program	Close	A	(2,254.87)	(2,254.87)	(2,254.87)	(2,254.87)	(2,254.87)	(2,254.87)
72130016	Trumbull Triad		A	414.43	414.43	414.43	414.43	414.43	414.43
72130017	PROGRAM EXPENSES	Close	A	-	-	-	-	-	-
72130017	CAPITAL OUTLAY	Close	A	-	-	-	-	-	-
72130018	Halloween Happening	Close	A	(1,980.99)	(1,980.99)	(1,980.99)	(1,980.99)	(1,980.99)	(1,980.99)
72130019	PROGRAM EXPENSES	Close	A	-	-	-	-	-	-
72130020	Parks	Parks	A	7,561.62	7,561.62	7,561.62	7,561.62	6,125.62	4,312.74
72130022	Indian Ledge Playgroud	Recreation	A	8,351.25	8,351.25	8,351.25	8,351.25	8,351.25	8,351.25
72130042	PROGRAM EXPENSES	Close	A	-	-	-	-	-	-
72130043	Vietnam Memorial	Close	A	(4,663.68)	(4,663.68)	(4,663.68)	(4,663.68)	(4,663.68)	(4,663.68)
72130044	Police Technology	Close	A	-	-	-	-	-	5,117.85
72130053	Park Stickers	Close	A	-	-	-	-	2,294.71	12,007.08
72130056	Rec Non GF-Field Use	Recreation	A	102,498.98	95,552.98	143,245.88	32,753.54	26,756.54	19,597.54
72130057	Recreation - CoEd	Recreation	A	20,193.33	21,873.33	23,449.08	20,913.59	22,590.43	16,750.43
72130058	PROGRAM EXPENSES	Close	A	-	-	-	-	-	-

Special Agency Account detail – As of 12/31/20

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ORG	DESC	Dept.	STATUS	12/31/2020	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016
72130059	Bid Deposits	P&Z	A	8,306.49	8,306.49	8,306.49	8,306.49	8,306.49	8,306.49
72130060	Kids First	Youth	A	1,295.61	1,295.61	1,295.61	1,295.61	1,295.61	1,295.61
72130061	Safe Rides	Close	A	11.00	11.00	11.00	11.00	11.00	11.00
72130062	Team	Close	A	(25.69)	(25.69)	(25.69)	(25.69)	(25.69)	(25.69)
72130063	Recreation Fees	Recreation	A	12,966.47	11,926.47	4,653.29	4,428.49	107,947.63	156,183.90
72130065	Special Projects	Close	A	-	-	-	-	-	-
72130066	PROGRAM EXPENSES	Counceling	A	3,182.59	3,182.59	3,182.59	3,182.59	3,182.59	3,182.59
72130068	AED	PD	A	534.49	534.49	534.49	534.49	534.49	4,030.74
72130069	Law Enforcement Block Grant	Close	A	-	-	-	-	-	5,883.00
72130069	CAPITAL OUTLAY	Close	A	-	-	-	-	-	-
72130070	Friends of Library	Close	A	-	-	-	-	-	-
72130070	OUTSIDE SERVICES	Close	A	-	-	-	-	-	-
72130071	Expendable - Police	PD	A	(188,714.96)	(189,609.99)	(191,010.34)	(194,435.80)	(196,656.10)	(203,719.11)
72130071	Expendable - Police	PD	A	217,736.38	217,736.38	217,736.38	230,358.88	227,681.38	214,285.94
72130072	Seized Property & Forfeiture	PD	A	67,042.80	81,140.42	90,129.18	49,119.11	48,334.67	34,780.46
72130073	Youth Program	PD	A	28,257.67	28,257.67	28,257.67	28,257.67	28,850.31	28,850.31
72130074	Regional Dispatch	PD	A	1,075.22	1,075.22	1,075.22	1,075.22	1,075.22	1,075.22
72130074	OUTSIDE SERVICES	Close	A	-	-	-	-	-	-
72130075	Senior Citizens Activities	Sr. Center	A	36,953.85	34,101.30	30,024.58	35,659.86	61,509.37	56,669.32
72130076	Senior Center Fundraising	Close	A	-	-	-	-	-	-
72130076	Sr. Ctr. CAPITAL OUTLAY	Sr. Center	A	727.68	727.68	727.68	727.68	727.68	727.68
72130077	Food Baskets	Sr. Center	A	93,200.23	100,805.62	49,522.19	54,045.96	51,658.10	46,455.62
72130078	TRANSFERS OUT	Close	A	-	-	-	-	-	-
72130078	Soc. Svcs. Emergency Fund	Soc. Svcs.	A	57,111.12	54,602.96	57,608.45	64,094.97	59,722.71	59,780.69
72130079	Beautification Commission	Parks	A	3,095.40	3,095.40	3,095.40	3,095.40	3,095.40	3,095.40
72130080	TR Community Prevention	FM	A	1,154.58	1,154.58	1,154.58	1,154.58	1,154.58	1,154.58
72130081	Street Signs	Close	A	-	-	-	-	-	-
72130082	Memorial Walkway	Parks	A	349.64	349.64	349.64	349.64	349.64	349.64
72130083	K9 Training	PD	A	5,145.16	1,865.16	11,365.16	11,240.16	6,090.16	950.79
72130084	Trumbull Day/Senior Bingo	Close	A	(383.01)	(383.01)	(383.01)	(383.01)	(383.01)	(383.01)
72130085	Long Hill Association	Close	A	(2,900.62)	(2,900.62)	(2,900.62)	(2,900.62)	(2,900.62)	(2,900.62)
72130086	Cell Tower Bonus	Finance	A	35,896.80	35,896.80	35,896.80	35,896.80	35,896.80	38,196.80
72130087	Lost Book Account	Library	A	(470.61)	60,043.00	63,224.68	60,760.22	61,114.71	50,683.96
72130088	EMT Course	EMS	A	78,982.78	83,164.04	65,569.56	61,047.15	59,913.39	45,404.40
72130089	Outdoor Planting - renamed Sustainability		A	20.25	20.25	20.25	20.25	20.25	20.25

Special Agency Account detail – As of 12/31/20

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ORG	DESC	Dept.	STATUS	12/31/2020	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016
72130090	Mallett Trust	Close	A	-	-	-	-	-	-
72130091	Nichols Fund	Close	A	-	1,265.45	1,265.45	3,046.45	3,046.45	3,160.97
72130092	Kaulbach Giving Trust - Tashua	TKGC	A	79,450.63	79,410.40	86,955.90	84,749.67	83,436.93	94,298.11
72130093	Copying Fees	Finance	A	14,202.76	14,202.76	14,202.76	14,202.76	14,202.76	14,202.76
72130093	CAPITAL OUTLAY	Close	A	-	-	-	-	-	-
72130094	Merrill Beach Trust	Parks	A	103.89	94.88	(211.73)	(660.26)	(927.17)	(1,044.27)
72130097	P&Z Callable Bonds	P&Z	A	4,938.42	4,938.42	4,938.42	4,938.42	4,938.42	4,938.42
72130098	Transfer Station	PW	A	385,858.21	371,147.60	358,301.11	334,201.55	297,462.23	294,459.06
72022200	Special Detail	PD	A	715,482.00	926,554.00	901,993.00	973,379.00	1,043,818.00	1,021,263.00
72130099	Town Hall Code Comp Rebate	Building	A	6,597.38	6,597.38	6,597.38	6,597.38	12,439.38	12,439.38
72013800	Linda Lungi		C	-	-	-	-	-	(590.00)
72030517	Rails to Trails		C	-	-	-	-	-	-
72030517	Rails to Trails CAPITAL OUTLAY		C	-	-	-	-	-	-
72060000	ELC Playground		C	-	-	-	-	-	-
72130002	Dog Park		C	-	-	-	-	-	-
72130015	Feral Cat Program		C	-	-	-	-	-	-
72130021	Trumbull Software Lights		C	-	-	-	83,034.13	75,284.13	61,834.13
72130054	Park Permits		C	-	-	-	11,241.02	17,657.80	27,846.80
72130055	Adult Recreation		C	-	-	-	8,414.96	8,644.96	2,850.96
72130064	Trumbull Spirit		C	-	-	-	-	-	-
72130072	SEIZED PROPERTY EXP-PEOPLES		C	-	-	-	-	-	-
Total				2,114,710.37	2,382,555.11	2,304,648.13	2,107,226.74	2,223,887.38	2,232,312.09

Town of Trumbull

Special Agency Trust Funds

Balance as of June 30, 201X and as of December 30, 2015

WP Ref	Department	Fund#	Fund Name	Year est. on MUNIS	Available 6/30/13	Available 6/30/14	Available 6/30/15	Entries made or	Adjusted 6/30/15	As of 12/30/15	Fund is used for	Last Activity	Contact
14	Animal Control	72-13-1300-15	Feral Cat Project	2002	(2,784.71)	(2,784.71)	(2,784.71)	529.36	(2,255.35)	(2,254.87)	Animal care	2011	Lynn Dellabianca
15	Animal Control	72-13-1300-15 / G0205	Feral Cat Project	2012	5,000.00	5,000.00	5,000.00	(5,000.00)	-	-	Animal care	2013	Lynn Dellabianca
16	Building Dept.	72-13-1300-99	Town Hall Code Compliance Rebate	2002	12,439.38	12,439.38	12,439.38		12,439.38	12,439.38	Building code upgrades	2005	Graham
40	Counseling Center	72-13-1300-66	Counseling Center	2002	3,182.59	3,182.59	3,182.59		3,182.59	3,182.59	Enhancing the quality of life in Trumbull by providing family counseling for Trumbull residents and their families	2011	Robin Bieber
17	Economic Development	72-13-0146-00	Economic Development Red Carpet Day	2004	3,342.24	1,934.24	1,934.24		1,934.24	1,359.24	Annual local breakfast for local business	2013	Bratt
41	Emergency Management	72-13-0234-00	Trumbull Disaster Trailer Fund	2004	1,901.08	1,901.08	1,901.08		1,901.08	1,901.08	Maintenance of EMS disaster trailer	2011	Barbara Crandall
42	Emergency Medical Services	72-02-0226-00	Emergency Medical Services	2008	3,036.82	3,036.82	3,036.82		3,036.82	3,036.82	Funds received for certifications	2008	Barbara Crandall
43	Emergency Medical Services	72-13-1300-88	EMT/Other	2001	33,811.15	32,672.69	44,923.35		44,923.35	46,430.80	Program supplies and evaluators for EMT course certification & donations for EMS activities	2015	Barbara Crandall
78	EMS	72-02-0226-00	Crump Trust	2014	-	28,985.16	21,289.46	-	21,289.46	21,289.46	Donor restricted EMS equipment	2015	
1	Engineering	72-13-0305-17	RAILS TO TRAIL-REICH & TANG	2006	-	-	-		-	-		2006	
18	Expendable Trust	72-13-1300-85	Long Hill Association	2001	(2,900.62)	(2,900.62)	(2,900.62)		(2,900.62)	(2,900.62)	Not determined	2002	
44	Finance Department	72-13-1300-00	Insurance Claims Town Properties	2001	60,174.17	84,006.94	66,013.39		66,013.39	23,876.39	Insurance proceeds from third party accident, pay for repairs, replacements due to third parties	2015	Dawn Savo
45	Finance Department	72-13-1300-86	Cell Tower Bonus	2002	326.87	50,326.87	45,016.80		45,016.80	42,036.80	Funds collected from cell tower as a sign up bonus to cover improv and other related expenses	2015	Finance
46	Golf	72-13-1300-92	Kaulbach Giving Trust-Golf	2001	93,755.64	93,885.10	94,026.15		94,026.15	94,095.77	Funds are in separate acct (STIF). Trust set to be controlled and used by Golf Commission	2015	Golf
47	Human Resources	72-13-0130-00	Police Testing-Oral/Written/AG	2006	13,414.64	10,943.78	10,722.86		10,722.86	7,800.19	Application fees - entry level PD testing; paymentd for testing materials & interview panelists	2015	Mary Ann Meier
19	Library	72-13-1300-70	Friends of the Library	2009	824.61	824.61	824.61		824.61	824.61	Donations from patrons to support the library	2010	Louis Sheehy
48	Library	72-13-0606-00	BEI VIDEO	2013	214.93	574.93	1,054.93		1,054.93	1,334.93	Income from meeting videos	2015	Sheehy/Donahue
49	Library	72-13-1300-87	Library Lost Book A/C	2001	47,539.88	43,852.64	42,088.11		42,088.11	61,633.65	Fees collected for lost book replacement	2015	Louis Sheehy
20	Mallett Trust	72-13-1300-65	Special Projects	2002	25,041.00	(275.00)	(275.00)		(275.00)	(275.00)	Improvement to Town buildings	2013	
21	Mallett Trust	72-13-1300-90	MALLETT	2001	418.16	418.16	418.16		418.16	418.16		2005	
22	Merrill Beach Trust	72-13-1300-94	MRL BCH TR	2001	15,127.50	(1,128.19)	(1,099.59)		(1,099.59)	(1,085.48)	Beach improvements...topsoil, plants, etc	2015	Credit balance
50	Nichols Fund	72-13-1300-91	Nichols Fund	2001	8,335.97	8,335.97	8,160.97	5,000.00	13,160.97	8,160.97	Emergency medical assistance	2015	Jennifer Gillis
23	P&Z	72-13-1300-97	P&Z PROJECT	2006	4,938.42	4,938.42	4,938.42		4,938.42	4,938.42	Callable bonds	2013	Finance

WP Ref	Department	Fund#	Fund Name	Year est. on MUNIS	Available 6/30/13	Available 6/30/14	Available 6/30/15	Entries made or	Adjusted 6/30/15	As of 12/30/15	Fund is used for	Last Activity	Contact
2	Parks	72-06-0600-00	Early Learning Center Playground	2005	-	-	-		-	-	Fund for Middlebrooks special needs playground	2013	Stuart
24	Parks	72-13-1300-14	Kachele Farm Irrigation	2002	(7,959.41)	(7,959.41)	(7,959.41)		(7,959.41)	(7,959.41)	Irrigation for soccer fields at Madison School	2003	Stuart
25	Parks	72-13-1300-43	Vietnam Memorial	2002	(4,663.68)	(4,663.68)	(4,663.68)		(4,663.68)	(4,663.68)	Maintenance of Vietnam Memorial	2013	Stuart
26	Parks	72-13-1300-82	Memorial Walkway	2001	349.64	349.64	349.64		349.64	349.64	Funds for placement of plaques at memorial walkways	2009	Stuart
27	Parks	72-13-1300-89	Outdoor Planting	2001	20.25	20.25	20.25		20.25	20.25	To improve town gateway plantings	2013	Stuart
51	Parks	72-13-1300-20	Parks	2001	1,394.73	1,394.73	1,394.73		1,394.73	1,394.73	Park Rangers set up as an endowment gift	2013	Stuart
52	Parks	72-13-1300-21	Trumbull Softball Lights	2001	35,422.50	39,184.13	49,184.13		49,184.13	56,734.13	Fees collected from leagues for usage of field lights	2015	Stuart
53	Parks	72-13-1300-22	Indian Ledge Playground	2001	8,351.25	8,351.25	8,351.25	Cancel 2013	5,851.25	8,351.25	Funds for maintenance of playground	2013	Stuart
54	Parks	72-13-1300-53	Park Stickers	2014	-	29,607.40	18,148.08		18,148.08	17,343.08	Last year collected \$5/sticker; payments for stickers & personnel	2015	Stuart
55	Parks	72-13-1300-54	Park Permits	2001	17,750.04	13,551.62	20,366.45		20,366.45	22,541.80	Fees collected for park usage by Town residents/picnics	2015	Stuart
56	Parks	72-13-1300-79	Beautification Commission	2001	4,395.40	4,395.40	4,395.40		4,395.40	3,095.40	Beautify publicly owned land not already within the jurisdiction of the Park Commission	2012	Stuart
57	Planning & Zoning	72-13-1300-59	Bid Deposits	2002	8,306.49	8,306.49	8,306.49		8,306.49	8,306.49	Bid deposits received from contractors for drawings/plans	2003	Maria
3	Police	72-13-1300-72-52200	Seized Property - Peoples	2008	-	-	-		-	-		2008	
28	Police	72-13-1300-69	Law Enforcement Block Grant	2003	5,883.00	5,883.00	5,883.00		5,883.00	5,883.00	Crime prevention & public safety	2003	Lombardo
58	Police	72-13-1300-44	Police Technology	2002	22,234.85	22,234.85	27,234.85	(22,117.00)	5,117.85	17,234.85	Upgrading of Police technology equipment	2015	M. Lombardo
59	Police	72-13-1300-68	AED Account Police	2002	4,030.74	4,030.74	4,030.74		4,030.74	4,030.74	Automated External Defibrillators	2010	M. Lombardo
60	Police	72-13-1300-71-501105	Salaries - Overtime	2006	(211,411.14)	(205,250.04)	(205,427.43)	12,117.00	(193,310.43)	(213,234.00)	Police salaries overtime	2015	M. Lombardo
61	Police	72-13-1300-71-522205	Expendable Police	2001	201,868.94	202,168.94	202,168.94		202,168.94	202,168.94	Police program expenses	2012	M. Lombardo
62	Police	72-13-1300-72-522205	Seized Property Program Exp	2002	39,536.93	71,268.65	71,135.84		71,135.84	33,125.75	Police Department property seizures account	2015	M. Lombardo
63	Police	72-13-1300-73	Police Youth Program	2001	28,850.31	28,850.31	28,850.31		28,850.31	28,850.31	Funds for Youth program	2011	M. Lombardo
64	Police	72-13-1300-74	Regional Dispatch	2002	1,075.22	1,075.22	1,075.22		1,075.22	1,075.22	Monroe, Easton, Trumbull Regional Emergency Dispatch Center	2008	M. Lombardo
79	Police	72-02-0222-00	Special Detail	2008	1,489,558.00	1,503,921.00	1,132,450.00	-	1,132,450.00	800,470.00	Billing, collecting special detail; officer payments	2015	
80	Police	72-13-1300-83	K9 Training	2015	-	-	-	-	-	12,550.79	Donations through a resident's gofundme covering specific canine training	2015	
29	Public Event	72-13-1300-18	Halloween Happening	2001	(1,980.99)	(1,980.99)	(1,980.99)		(1,980.99)	(1,980.99)	Annual Halloween event	2003	
30	Public Events	72-13-0104-00	Concerts	2004	0.33	0.33	0.33		0.33	0.33	Perpetual funding for concert series	2013	
31	Public Events	72-13-1300-80	Trumbull Community Prevention	2002	1,154.58	1,154.58	1,154.58		1,154.58	1,154.58	Not determined	2002	
32	Public Events	72-13-1300-84	Trumbull Day Senior Bingo	2001	(383.01)	(383.01)	(383.01)		(383.01)	(383.01)	Part of annual Trumbull Day Celebration	2009	
65	Public Events	72-08-0800-65	Town Wide Events	2002	4,053.98	4,053.98	4,053.98		4,053.98	4,053.98	Various annual Town events funds received from Mallet Trust	2012	Finance
33	Public Works	72-13-1300-81	Street Signs	2001	2,908.08	2,908.08	2,908.08		2,908.08	2,908.08	Replacement of damaged street signs	2004	John Marsilio
66	Public Works	72-13-1300-98	Disposal Transfer Station	2001	72,112.87	237,550.11	284,414.65		284,414.65	258,252.47	Maintenance of the Monroe, Easton, Trumbull transfer station	2015	John Marsilio

WP Ref	Department	Fund#	Fund Name	Year est. on MUNIS	Available 6/30/13	Available 6/30/14	Available 6/30/15	Entries made or	Adjusted 6/30/15	As of 12/30/15	Fund is used for	Last Activity	Contact
34	Recreation	72-13-1300-62	Team	2002	(25.69)	(25.69)	(25.69)		(25.69)	(25.69)	Not determined	2011	Stuart
67	Recreation	72-13-1300-55	Recreation Adult	2001	7,198.49	6,275.76	6,858.96		6,858.96	4,018.96	Fess collected from men's softball coed softball and volleyball	2015	Stuart
68	Recreation	72-13-1300-56	Recreation Activity/Fields	2001	22,142.00	20,646.22	19,657.54		19,657.54	6,687.54	Field use and maintenance	2015	Stuart
69	Recreation	72-13-1300-57	Recreation Coed	2001	17,709.71	18,767.30	18,393.42		18,393.42	17,132.58	Payments to referees and umpires for recreational sports programs/league fees	2015	Stuart
70	Recreation	72-13-1300-63	Recreation Fees	2001	141,607.81	114,785.78	151,627.97	(5,000.00)	146,627.97	247,987.88	Activity costs for recreation programs used at year-end to offset shortage in G/F budget	2015	Stuart
35	Senior Center	72-13-1300-76	Senior Center Fundraising	2001	534.93	534.93	534.93		534.93	534.93	Beautification for Senior Center courtyard	2010	Jean Fereira
71	Senior Center	72-13-1300-75	Senior Citizen's Activities	2001	35,907.12	41,016.92	51,322.23	(790.36)	50,531.87	51,202.73	Program expenses for Senior Center activities	2015	Jean Fereira
72	Social Services	72-13-1300-77	Food Baskets	2001	31,031.03	42,377.04	41,520.83		41,520.83	44,308.07	Gift certificates for food purchases for the needy	2015	Jennifer Gillis
73	Social Services	72-13-1300-78	Social Services Emergency Fund	2001	23,485.52	57,264.67	57,281.09		57,281.09	57,291.19	Emergency fuel and electric bills	2015	Jennifer Gillis
4	Town	01-13-1300-64	TRM SPIRIT	2010	-	-	-		-	-			
5	Town	72-01-0138-00	LINDA LUNGI	2003	-	-	-		-	-		2005	
6	Town	72-13-1300-17	RAILS/ Trails	2001	-	-	-		-	-		2009	
7	Town	72-13-1300-19	Town Parking Lot	2001	-	-	-		-	-		2005	
8	Town	72-13-1300-83	Bicentennial	2001	-	-	-		-	-		2015	
77	Town	72-13-0809-00	EX ARTCOMM	2001	6,458.98	5,823.47	4,664.36		4,664.36	(8,700.63)	2016 PR 10k	2015	Stuart
74	Town Clerk	72-01-0136-00	Postage/Call Cards-Armed Forces	2005	1,275.45	1,275.45	1,275.45		1,275.45	1,275.45	Program for U.S. Armed Forces military personnel	2010	Susan Cole
75	Town Clerk	72-13-1300-93	Copying Fees	2002	(8,164.85)	1,605.15	7,834.25		7,834.25	10,569.25	Originally used to fund payments for copier leases	2015	Finance
9	Trumbull Nature Commission	72-13-0101-00	Trumbull Nature Commission	2006	-	-	-		-	-	To create an environment where the community can connect with nature	2012	
36	WPCA	72-03-0301-00	Alternative Fuel-Clean Air	2005	3,523.56	2,520.01	2,400.01	(2,400.01)	-	-	Natural gas car utilized by WPCA	2015	John Marsilio
37	Youth	72-13-1300-16	Trumbull Triad	2001	414.43	414.43	414.43		414.43	414.43	Newsletter for youth programs	2011	Stuart
38	Youth	72-13-1300-60	Kids First	2001	1,295.61	1,295.61	1,295.61		1,295.61	1,295.61	Counseling for children and families	2006	Stuart
39	Youth	72-13-1300-61	Safe Rides	2002	11.00	11.00	11.00		11.00	11.00	To prevent drunk driving	2004	Stuart
76	Youth	72-13-0504-00	Youth Commission	2006	21,462.52	22,823.10	33,796.67		33,796.67	30,879.23	To assist in the social and cultural development of the youth of Trumbull with programs & summer play	2015	Stuart
10		72-13-1300-02	DOG PARK	2003	-	-	-		-	-		2003	
11		72-13-1300-13	BEACHES POOL	2005	-	-	-		-	-	Sprinkler park	2008	
12		72-13-1300-42	Long Hill Association	2003	-	-	-		-	-		2005	
13		72-13-1300-58	Joseph Edwards Trust	2003	-	-	-		-	-	Life saving equipment	2005	

2,355,867.24 2,687,605.58 2,414,236.88 (17,661.01) 2,394,075.87 2,054,800.54

Town of Trumbull Account Reconciliation Training

January 2021

Reconciliation: Definition

Reconciliation is the action of making financial accounts consistent

To reconcile Special Agency Accounts, expense balances are down loaded from Munis and compared to the subledger.

- If balances agree, reconciliation is done, but still need to prepare rec document
- If balances do not agree, account rec preparer must compare detail of Munis postings to detail of subledger postings to determine the difference, which may be due to:
 - timing of postings between subledger and Munis
 - postings from subledger to incorrect Munis account
 - missing or duplicated entries

Account Reconciliations

- Are a fundamental accounting process that ensures Balance Sheet accounts and Special Agency Fund general ledger balances agree to subledger balances and/or to related documentation
- Help to prevent financial statement errors
- Highlight missing or duplicated postings, or postings to wrong account
- Opportunity to check for fraudulent activity
- Typically done at regular intervals, such as monthly or quarterly
- Use of standardized template prompts users through requirements
- Ensure continuity of account use; fewer Special Agency stagnant balances
- Assist external auditors in verifying balances

Account Reconciliations Are Not

- Account reconciliations are not an opportunity to simply copy the Munis balance onto the template
- Account reconciliations may not be properly completed if the preparer does not understand the normal transaction flow of the account
 - Must verify postings are correct
 - Must follow up on transactions that may be missing
- Account reconciliations are not considered complete without supervisory review and sign off

EXAMPLE

**Town of Trumbull
Special Revenue Account Reconciliation**

Town Department: Public Works

For the quarter ended: 12/31/20

Account name: Trumbull Transfer Station

Source of funds: towns of Easton, Trumbull, Monroe

Org (from Munis): 72130098

Single funding or ongoing: ongoing

Object (from Munis): 522205

Term date (if applicable): N/A

Account description: Special Agency account for Transfer Station. Activity represents income from Monroe, Easton and Trumbull as allocated and billed monthly at a rate of \$2.50/ton, less Station repair & maintenance expenses paid. Balance is in anticipation of future expenses or required improvements.

Prior quarter ending reconciliation balance:	\$ 378,957.96	Adjustments required:	
Add: receipts	8,019.70	1 month due from Easton	\$ 613.63
Less: deposits in transit	_____	4 months due from Trumbull	14,674.03
Less: disbursements	(1,119.45)	_____	_____
Current Munis balance	385,858.21	_____	_____
Adjustments (+/-)	15,287.66	_____	_____
Adjusted balance	<u>\$ 401,145.87</u>	Total adjustments	<u>\$ 15,287.66</u>

Prepared by:

Date:

Reviewed by:

Date:
