



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean Kimball - Deputy Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Authorize the First Selectman to Request an Extension for the Filing of the FY13 Audit
2. **Date of submission:** November 22, 2013
3. **Date of Board Meeting:** November 25, 2013
4. **Individual or Entity making the submission:**

Sean Kimball – Deputy Director of Administrative Services

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Authorize the First Selectman to Request an Extension for the Filing of the FY13 Audit

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Sean Kimball – Deputy Director of Administrative Services

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Connecticut Office of Policy and Management requires that the Town's Independent Auditor's Report be filed within 6 months of the close of the Fiscal Year (December 31st). The Town's Finance Director is leaving on November 30, 2013, and there remains additional pending audit fieldwork that needs to be completed to complete the audit. The deadline to request an extension to the 6 month deadline is November 30, 2013. The Town does not anticipate needing to use the extension period and is planning to submit the audit results to OPM before December 31, 2013. Requesting an audit extension is not held against a Town if the extension period is not used.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

- OPM Audit Extension Request Form

**EXTENSION REQUEST FOR FILING
FINANCIAL AND STATE SINGLE AUDITS**

Pursuant to C.G.S. 7-393 and/or S.S.A. Regulation 4-236-25, a 30 day extension
*(Number of days)**
for filing the 6 / 30 / 13 Audited Financial Statements x State Single Audit x is
(Fiscal Year Ended) *(Check applicable reports)*
requested until 1 / 30 / 14 for Town of Simsbury
(New filing date) *(Name of entity)*

Entity Federal Employer Identification Number (FEIN): 06-6002085

Entity Address 933 Hopmeadow Street
Simsbury CT Zip 06070

Contact Person & Title Sean Kimball, Interim Finance Director

Telephone (860) 658-3282 Facsimile Email skimball@simsbury-ct.gov

Specific Reasons For the Request: (Requests will not be approved if specific reasons are not provided)

The Town's finance director is leaving during audit fieldwork. The Town is filing this extension as a provision in the event that information is delayed.

List State Agency(s) providing funds
(To be completed by entity receiving funds) SDE, OPM, DECD, DEP, Library, DOT, Construction Services

Requested by:
Independent Accountant or Accounting Firm Blum, Shapiro & Co., PC
Address 29 South Main Street
West Hartford CT Zip 06107

Telephone (860) 561-6824 Facsimile (860) 521-9241 Email yrossitto@blumshapiro.com

VANESSA E ROSSITTO *[Signature]* 11/22/13
Independent Auditor's Name *Independent Auditor's Signature* *Date*

 [Signature]
Chief Executive Officer's Name *Chief Executive Officer's Signature* *Date*

Mail or Fax (860) 418-6493 to OPM at least 30 days prior to the end of the 6-month filing period.

FOR OPM ACTION ONLY		
Extension Approved <u> </u> Denied <u> </u> Date <u> </u> / <u> </u> / <u> </u> For OPM <u> </u>		
Date Auditor Notified : <u> </u> / <u> </u> / <u> </u>	Date State Agencies Notified : <u> </u> / <u> </u> / <u> </u>	
Comments <u> </u> <u> </u>		

* Requests for extensions should not exceed 30 days per request.