

TOWN OF BLACKSTONE, MASSACHUSETTS
MANAGEMENT LETTER
YEAR ENDED JUNE 30, 2024



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**TOWN OF BLACKSTONE, MASSACHUSETTS
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Management
Town of Blackstone, Massachusetts

In planning and performing our audit of the financial statements of the Town of Blackstone, Massachusetts (Town) as of and for the year ended June 30, 2024, 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 General of the United States, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of opportunities to strengthen your internal control and improve the efficiency of your operations. The memorandum that accompanies this letter summarizes our comments and recommendations regarding those matters. This letter does not affect our report on the Town's financial statements dated September 2, 2025.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The Town's written responses to the matters identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Boston, Massachusetts
September 2, 2025

**TOWN OF BLACKSTONE, MASSACHUSETTS
MINUTES TO BOARD OF SELECTMEN MEETINGS
YEAR ENDED JUNE 30, 2024**

Comment

We identified that fiscal year 2024 Board of Selectmen (Board) meeting minutes were not timely posted to the Town's website. It is common practice amongst Massachusetts municipalities to post Board meeting minutes to their websites on a timely basis.

Posting Board minutes online can enhance transparency and accountability. It provides a historical record of decisions and fosters trust with Town residents. Public access to minutes allows residents to understand the Board's actions, track progress, and ensure the Town is operating responsibly.

Recommendation

We recommend the Town post Board minutes to their website on a timely basis.

Management's Response

The Town is aware of the gap in meeting minutes on the website. During the transition to the Town's new website, some meeting minutes were omitted. The missing minutes are currently being addressed, with an anticipated completion date of December 31, 2025.

**TOWN OF BLACKSTONE, MASSACHUSETTS
INACTIVE FUNDS
YEAR ENDED JUNE 30, 2024**

Comment

We identified that several of the funds reported in the Town's accounting system had no revenue or expense activity in fiscal year 2024. Funds with no revenue or expense activity during a fiscal year could be indicative of stale funds for which there will be no remaining activities in the future.

For funds deemed inactive, the Town will have to research and analyze how to account for the remaining balances (for example, the inactive fund may represent grant funds to be returned to the granting agency, etc.).

Recommendation

We recommend the Town perform a formal, documented analysis of funds with no revenue and expense activity in fiscal year 2024. The analysis should identify if the fund is active or inactive. For inactive funds, the analysis should document the Town's plan to account for the remaining balance (return to granting agency, transfer surplus to the General Fund, etc.).

Management's Response

Although there is an end of year process for departments, boards and committees to review their accounts and send notice to the Accounting office, the Town will work on creating a more formal process for future fiscal years. The Assistant Town Administrator/Town Accountant will work to create a spreadsheet to document the analysis of each account and the plan for any balances.

**TOWN OF BLACKSTONE, MASSACHUSETTS
COMPENSATED ABSENCES
YEAR ENDED JUNE 30, 2024**

Comment

We identified the Town's fiscal year 2024 compensated absences analysis did not include updated/current pay rates.

Recommendation

We recommend the Town include updated/current pay rates in its analysis of sick and vacation balances.

Management's Response

The Town transitioned to a new time and attendance system in Fiscal Year 2025. The new system is integrated with the current payroll system. This transition will help to better account for the compensated absences in the future ensuring pay rates are included in all employee profiles.

**TOWN OF BLACKSTONE, MASSACHUSETTS
INFORMATION COMMENT – NEW FINANCIAL REPORTING STANDARD (GASB 101)
YEAR ENDED JUNE 30, 2024**

Comment

The Governmental Accounting Standards Board (GASB) has issued Statement Number 101 related to compensated absences (accrued sick and vacation time, etc.). The Statement will become effective for fiscal year 2025.

Compensated absences are already reported in the Town's financial statements. However, Statement Number 101 adds some considerations in determining the liability by stating that the liability should be recognized for leave that is "more likely than not" to be used, paid or otherwise settled. In accordance with the Statement, the Town will need to re-evaluate the liability in the context of "more likely than not", considering factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences.

Recommendation

We recommend the Town prepare for the implementation of GASB Statement Number 101 for fiscal year 2025.

Management's Response

The Town will work with the auditing firm on the implementation of GASB Statement Number 101 for Fiscal Year 2025 regarding compensated absences.

**TOWN OF BLACKSTONE, MASSACHUSETTS
INFORMATION COMMENT – NEW FINANCIAL REPORTING STANDARD (GASB 103)
YEAR ENDED JUNE 30, 2024**

Comment

The Governmental Accounting Standards Board (GASB) has issued Statement Number 103 related to the financial reporting model. The Statement will become effective for fiscal year 2026.

The following are highlights of GASB 103:

- Management's Discussion and Analysis (MD&A): GASB 103 provides further definition and emphasis of what needs to be included in MD&A.
- Unusual or infrequent items: GASB 103 describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. It also requires the display of inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.
- Budgetary comparison information: GASB 103 requires governments to present budgetary comparison information in the Required Supplementary Information (RSI) section. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

Recommendation

We recommend the Town prepare for the implementation of GASB Statement Number 103 for fiscal year 2026.

Management's Response

The Town will work with the auditing firm on the implementation of GASB Statement Number 103 for Fiscal Year 2026.



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