



Board of Trustees and Management
Town of Cunningham
Urbana, Illinois

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Town of Cunningham as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the entity'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 entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Material weakness

We consider the following deficiency in the entity's internal control to be a material weakness.

The following material weakness was identified and communicated in a prior period; remedial action has not yet been taken:

Financial Statement Preparation

The Board of Trustees and management share the ultimate responsibility for the entity's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced. The entity engages CliftonLarsonAllen LLP to assist in preparing its financial statements and accompany disclosures and the depreciation schedules. However, as independent auditors, CliftonLarsonAllen LLP cannot be considered part of the entity's internal control system. To establish proper internal control over the preparation of its financial statements, including disclosures, and the depreciation schedules, the entity should design and implement a comprehensive review procedure to ensure that the financial statements, including disclosures, and depreciation schedules, are complete and accurate.

Such review procedures should be performed by an individual possessing a thorough understanding of applicable accounting principles and knowledge of the entity's activities and operations. Currently, the entity's personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the entity's financial statements, related disclosures, and depreciation schedules to provide a high level of assurance that any potential material omissions or other errors would be identified and corrected. This condition puts management at risk of not detecting material errors in the financial statements. Under generally accepted auditing standards, we are required to inform you of this. We make no recommendation as to whether management should or should not invest in additional personnel or additional training for existing personnel to acquire the capacity to maintain the level of expertise necessary to prepare financial statements, including all disclosures and the depreciation schedules.

Other deficiencies in internal control and other matters

During our audit, we became aware of a deficiency in internal control and other matter that is an opportunity to strengthen your internal control and improve the efficiency of your operations. While the nature and magnitude of the other deficiency in internal control was not considered important enough to merit the attention of the Board of Trustees, it is considered of sufficient importance to merit management's attention and are included herein to provide a single, comprehensive communication for both those charged with governance and management.

Bank Reconciliation Process

During our audit, we noted bank reconciliations included reconciling items that were more than one year old and the regular checking bank reconciliation book balance did not tie to the trial balance at year-end due to manually voided checks not being recorded in the trial balance. To aid in the preparation of bank reconciliations and to reflect an accurate cash balance in the financial statements, all reconciling items should be investigated and be disposed of periodically. Also, all manually voided checks should be recorded timely. We recommend that the monthly review of the bank reconciliations ensure that voided checks are accounted for properly and removed on a timely basis.

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



CliftonLarsonAllen LLP

Champaign, Illinois
November 20, 2020