RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

July 10, 2024

Town Council
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon, Maine as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Town of Lisbon, Maine's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating efficiencies of the Town of Lisbon, Maine. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Town Council, management, and others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2023, where we expressed an unmodified opinion on our independent auditors' report dated July 11, 2024.

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General Ledger Reconciliations: -

While performing the audit for the above mentioned fiscal year, it should be noted that all general ledger accounts should be reconciled on a monthly basis and when necessary to subsidiary ledgers. During our audit the general ledger account cash had a variance and could not be reconciled to $0. It appears this variance goes back to previous years when the Town was implementing its software conversion and had reconciling items such as outstanding checks that were either previously cashed or voided but not voided in the software system. It should be noted that the immaterial variance was written off through the 2023 audit process.

Maintaining Two Software Platforms:

While performing the audit for the above-mentioned fiscal year, we noted again that certain financial transactions were maintained in two software platforms TRIO and MUNIS. This is primarily done because utility billing for wastewater is still maintained in TRIO. We recommend the Town transition wastewater billing to MUNIS for July 1, 2024.

We would like to thank Glenn, Samantha and all of the staff at the Town of Lisbon, Maine for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs