

January 14, 2014

To the Board of Aldermen  
Town of Carrboro, North Carolina

In planning and performing our audit of the financial statements of the Town of Carrboro for the year ended June 30, 2013, we noted an issue of which the Board should be made aware. This letter does not affect our report dated January 14, 2014 on the financial statements of the Town of Carrboro.

### **Accounting Matters**

During the year, the Town's Finance Department encountered staff turnover at the Staff Accountant and Accounting Payroll Specialist positions. These positions were filled by temporary staffing agencies until a full-time candidate was identified and hired. The Staff Accountant position was not filled until the fall of 2014. As a result of this turnover, certain monthly reconciliations were not performed timely, which delayed the audit process.

### ***Management's Response***

*We concur with the above comment and have taken steps to ensure that monthly reconciliations are performed timely. We have now hired a permanent full-time Staff Accountant and Accounting Payroll Specialist. We have also modified our process to now include a monthly review of all reconciliations with the Finance Director prior to closing the month. We do not anticipate this matter occurring again as we go forward.*

We appreciate the opportunity to present these comments for your consideration. We are prepared to discuss them at your convenience as you may desire. This report is intended solely for the information and use of the Town Board and management, and is not intended to be and should not be used by anyone other than these specified parties.

*Dixon Hughes Goodman LLP*

High Point, North Carolina