



Members of American Institute of Certified Public Accountants and  
New York State Society of Certified Public Accountants

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Monticello Central School District  
Monticello, New York 12701

To the Audit Committee and Board of Education of the  
Monticello Central School District

We have performed the procedures enumerated below on the internal control assessment of the Monticello Central School District for the months of October, November and December 2021. Monticello Central School District is responsible for the design, selection, and implementation of the internal controls.

Monticello Central School District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting Monticello Central School District in evaluating internal control procedures based on guidance published by New York State Education Department and New York State Office of the State Comptroller. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### **Accounting and Reporting - Auditing**

1. We interviewed the District Treasurer and a Senior Account Clerk regarding the District's procedures for tracking employee documentation on certified payrolls related to state aid and grants. We then verified that the District maintains the appropriate documentation for all employees working on federal programs between September 1, 2021 and January 31, 2022.

### **Findings/Conclusion**

- At the time of our visit on February 15, 2022, the District was missing one semi-annual certification and three January 2022 certifications for the monthly employees. We will follow up with the District at a later date to verify that the missing certifications were received.

## **Revenue and Cash Management – Cash Management and Investments**

2. We obtained a list of all the District's current bank accounts for the 2021 – 2022 school year and performed the following procedures:

- We reviewed the November 30, 2021 treasurer report and compared it to the District's bank statements/bank reconciliation for each District bank account to verify that it is accurate and was completed timely.

### **Conclusion**

No findings were noted as a result of the above named procedures.

## **Facilities, Equipment and Inventory – Facilities Construction**

3. We obtained the District's capital projects fund general ledger for the period July 1, 2020 – December 31, 2021. Based on our review of this ledger, we performed the following procedures:

- We obtained all progress billing reports for the high school renovation project and the new bus garage project for the period July 1, 2020 – December 31, 2021.
- We recalculated the amounts reported on the progress billing reports to verify accuracy.
- We verified that the Architect and/or Engineer approved the payment and that their signature on the application was notarized.
- We traced the payment from the progress billing report to a warrant approved by the Board.

### **Conclusion**

No findings were noted as a result of the above named procedures. We will continue to review the capital projects fund as these projects progress.

## **Risk Assessment Update**

Risk assessments have been updated in the following areas:

### **VII. Student Related Data**

- Attendance
- Reliability of Student Performance Data

Regarding the Risk Assessment Update, there are no other matters to report at this time.

We were engaged by Monticello Central School District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on internal control assessment for the months of October, November and December 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Monticello Central School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Monticello Central School District and the audit committee of Monticello Central School District, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Waschitz Pauloff CPA LLP*

Monticello, New York

March 1, 2022