

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 January, February and March 2022. 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:

Governance and Planning – Governance and Control Environment

1. We reviewed the District's board minutes for the period July 1, 2021 to May 17, 2022.

Conclusion

During our review of the minutes, we noted the District is in the middle of several capital projects. We will continue to perform additional procedures on the capital projects fund as the projects progress (see section labeled facilities, equipment and inventory for additional procedures performed on the capital projects fund).

Accounting and Reporting - Auditing

2. We verified that the District maintains documentation on payroll certifications for all employees working on federal programs between July 1, 2021 and April 30, 2022.

Findings/Conclusion

At the time of our visit on May 24, 2022, the District was missing 5 payroll certifications out of 183 employees tested. Out of the 5 missing certifications, 4 of the employees are no longer employed by the District. The District is aware of the missing certifications and will continue to follow up on them.

Facilities, Equipment and Inventory – Facilities Construction

3. We obtained the District's capital projects fund general ledger for the period July 1, 2020 – March 31, 2022. 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 – March 31, 2022.
 - 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.

Facilities, Equipment and Inventory – Inventory Controls

4. We verified the District has procedures in place for tracking fixed asset inventory.

Conclusion

The District has procedures in place to track fixed assets. We will select several fixed asset items and trace them to their physical location in the next quarter. We will also verify that all asset disposals have been removed from the District's insurance.

Risk Assessment Update

Risk assessments have been updated in the following areas:

I. Governance and Planning

- Governance and Control Environment
- Strategic Planning, Budget Development and Budget Administration

V. Facilities, Equipment and Inventory

- Facilities Maintenance
- Facilities Construction
- Inventory Controls

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 January, February and March 2022. 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

May 31, 2022