



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 January, February and March 2023. Monticello Central School District's management 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 obtained the District's long range financial plan and performed the following procedures:
  - We reviewed the plan to verify that it projects the District's revenue and expenditures for the next five years.
  - We confirmed that the plan is updated annually.
  - We verified that the plan is presented to the Board of Education.

### **Conclusion**

- No findings were noted as a result of the above named procedures. The District has a financial plan in place for the next five years to assist the District in preparing future budgets.

## **Revenue and Cash Management – Cash Receipts and Revenue**

2. We interviewed three High School Guidance Counselors as a follow up to our December 2022 visit regarding the District's procedures for accepting, safeguarding and awarding scholarships to students.

Since our last visit, the Guidance Department has implemented the following internal control procedures:

- All donors are given a receipt for any scholarship funds dropped off to the Guidance Department.
- All scholarship funds that are dropped off to the Guidance Department are kept in the safe in the Principal's office.
- The District does not accept cash for scholarships. A donor instead can write out a check to the Monticello Central School District which is then deposited into the scholarship fund bank account. The District then will write a check to the awardee.
- The Guidance Department has a spreadsheet that lists when they receive money for a scholarship, the amount received and the student the scholarship was awarded to.

### **Conclusion**

The District has implemented internal control procedures regarding accepting, safeguarding and awarding scholarships.

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

3. We selected all the District bank accounts at March 31, 2023 and verified that the District has collateral on all amounts in excess of FDIC coverage.

### **Conclusion**

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

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

4. We obtained the District's capital projects fund general ledger for the period July 1, 2020 – March 31, 2023. 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 bus garage project for the period July 1, 2020 – March 31, 2023.
- 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:

### **I. Governance and Planning**

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

### **III. Revenue and Cash Management**

- Cash Receipts and Revenue
- Cash Management and Investments
- Petty Cash

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 2023. 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 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

June 8, 2023