

## **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 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:

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

1. We reviewed the District's external audit report for the period ending June 30, 2022.

### **Findings/Conclusion**

- The District's unassigned fund balance at June 30, 2022 was in excess of the amount permitted by New York State law. For the period ending June 30, 2022, the general fund had a decrease of \$474,616. The District is in the process of lowering the unassigned fund balance to comply with the law.

## **Revenue and Cash Management - Petty Cash**

2. We interviewed the Food Service Director to determine if the District has procedures in place for handling cash in the Cafeteria.
  - We confirmed the District has procedures in place to reconcile the amount of cash per the point of sale system to the amount of cash on hand.
  - We verified that all monies in the Cafeteria are kept in a District safe until they are ready to be delivered to the business office.
  - We verified the District has an individual independent from the Cafeteria staff perform a second count of the monies and that the District has procedures to investigate any discrepancies.

### **Conclusion**

The District has procedures in place for handling cash in the Cafeteria.

## **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, 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 bus garage project for the period July 1, 2020 – December 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.

### **Student Related Data - Attendance**

3. We performed the following procedures to determine whether the District is in compliance with the New York State Education Department's requirements for homebound instruction:

- We reviewed one home schooled student's file from each building in the District.
- We verified that the Student was eligible for homebound instruction and that their file contained the required documentation.
- We confirmed that the Student lives within the District.
- We verified that a quarterly assessment is maintained in the Student's file.

### **Conclusion**

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

### **Risk Assessment Update**

Risk assessments have been updated in the following areas:

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

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

#### **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 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 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

February 27, 2023