

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 2024. 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 – Strategic Planning, Budget Development and Budget Administration

1. We obtained the District's budget status report and performed the following procedures:

- We verified that the District reviews the budget status report at least monthly to monitor the budget to actual expenditures.
- We reviewed the report for over-expended areas and inquired about the District's procedures in place to offset over-expenditures.
- We reviewed all budget transfers for the month of March 2024 for supporting documentation and approvals.

Governance and Planning – Strategic Planning, Budget Development and Budget Administration (Continued)

Conclusion

- No findings were noted as a result of the above named procedures. The District has procedures in place to monitor the budget to actual expenditures on a regular basis.

Facilities, Equipment and Inventory – Facilities Construction

2. We obtained the District's Capital Projects Fund general ledger for the period July 1, 2022 – March 31, 2024. Based on our review of this ledger, we performed the following procedures:
 - We obtained all progress billing reports for the period July 1, 2022 – March 31, 2024.
 - 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 until these projects are complete.

Student Services – Student Transportation

3. We interviewed the Director of Student Transportation to determine whether the District has the following procedures in place related to Student Transportation:
 - We verified that the District has procedures for tracking all District owned vehicles and removing excessed busses from the District's insurance.
 - We reviewed documentation for fuel inventory to verify that it is are maintained.
 - We verified that the District secures District owned fuel pumps so that they are only utilized for District owned vehicles.
 - We reviewed the District's procedures for use of the District credit card to purchase fuel on long distance trips.

Conclusion

No findings were noted as a result of the above named procedures. The District has control procedures in place related to transportation services.

Student Services – Extra Classroom Activity Fund

4. We selected two High School extra classroom activity clubs within the District for the 2023- 2024 school year and performed the following procedures:
- We reviewed the disbursements from January 1, 2024 through April 30, 2024 for supporting documentation, Student Officer approval, and verified that sales tax is paid when required.
 - We reviewed receipts from January 1, 2024 through April 30, 2024 for supporting documentation, Student Officer approval, and verified that sales tax is collected if required.
 - We reviewed deposits to determine whether they were made timely.
 - We verified that the profit and loss statements were prepared for fundraising activities.

Findings/Conclusion

At our time of visit, an invoice was missing for one purchase in January 2024. We then noted the check for this purchase was still outstanding as of the April 30, 2024 bank reconciliation. The vendor has since received and cashed subsequent checks. We recommend that the Central Treasurer review old outstanding items on the bank reconciliations and determine whether or not they should be written off.

5. We obtained a listing of all District approved High School activity funds, including those activity funds that have been discontinued and performed the following procedures:
- We compared the High School Central Treasurer’s list of all High School District clubs to the audited financial statements to determine that all clubs are valid.
 - We determined the duration of any inactive funds and compared it to the policy on when funds are required to be closed out.
 - We verified that each fund has been assigned a Board approved Advisor and has a Student Elected Officer

Conclusion

No findings were noted as a result of the above named procedures. The High School Central Treasurer is maintaining a list of all High School clubs along with the Club Advisors and Student Elected Officers.

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 2024. 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

May 30, 2024