

## **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 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 – Governance and Control Environment**

1. We visited RJK Middle School and Monticello High School to verify the District has security procedures in place for third-party visitors entering the building during school hours. During our visit we noted the following:
  - We had to wait in a locked area until we were checked in.
  - Our driver licenses were scanned to verify our identities and we were given a photo ID badge to wear while we were in the building.
  - We had to go through a metal detector before we were allowed to proceed into the school building.
  - We were accompanied to our destination in the school buildings.

## **Governance and Planning – Governance and Control Environment (Continued)**

### **Conclusion**

- The District has security procedures in place for third-party visitors entering into the school building during school hours.

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

2. We interviewed the Director of Pupil Personnel Services to verify the District has procedures in place for Medicaid reimbursements. As part of our interview, we verified:

- The District has procedures to track outstanding claims to make sure that they are received.
- The District follows up on rejected claims and resubmits them.
- The District has procedures to verify that they are receiving all Medicaid claims that the District is entitled to.

### **Conclusion**

- The District has procedures in place for Medicaid reimbursements.

### **Student Services – Extra Classroom Activity Fund**

3. We selected four extra classroom activity clubs within the District for the 2024 - 2025 school year and performed the following procedures:

- We reviewed the disbursements from July 1, 2024 through December 31, 2024 for supporting documentation, Student Officer approval, and verified that sales tax is paid when required.
- We reviewed receipts from July 1, 2024 through December 31, 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**

- In the Middle School, one receipt was missing student officer approval and one fundraising event did not have a profit and loss statement prepared.
- In the High School, three fundraising events did not have a profit and loss statement prepared.
- We recommend that the Central Treasurers verify they have all required sign offs and a profit and loss statement for every fundraising activity.

### **Student Services – Extra Classroom Activity Fund (Continued)**

4. We obtained a listing of all District approved activity funds, including those activity funds that have been discontinued and performed the following procedures:

- We compared the Central Treasurer's list of all 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.
5. We obtained the December 2024 bank reconciliation for both the High School and Middle School extra classroom activity fund bank accounts and performed the following procedures:

- We traced the balance per the bank statement to the balance per the bank reconciliation to verify that they agree.
- We verified that there were no old outstanding deposits and/or checks.
- We recomputed the ending balance per the bank reconciliation for accuracy.

### **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:

#### **VI. Student Services**

- Student Transportation
- Food Service
- Extraclassroom Activity Fund

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 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

February 14, 2025