

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 April, May and June 2025. 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:

Revenue and Cash Management - Cash Receipts and Revenue

1. We interviewed the District's Treasurer regarding the District's procedures for handling and safeguarding cash in accordance with internal control procedures as recommended by New York State Department of Education.

Conclusion

- The District has procedures in place to handle and safeguard cash in accordance with internal control procedures as recommended by New York State Department of Education.

Purchasing and Expenditures - Purchasing

2. We interviewed the District's Purchasing Clerk regarding the District's procedures for purchasing to determine whether they are in compliance with internal control procedures as recommended by New York State Department of Education. Effective July 1, 2025, the purchasing function is performed in house by the District's business office rather than through Sullivan County BOCES.

Conclusion

- The District's procedures for purchasing are in compliance with internal control procedures as recommended by New York State Department of Education.

Purchasing and Expenditures - Purchasing

3. We haphazardly selected fifteen cash disbursements from a July 2025 warrant and performed the following procedures:
 - We reviewed supporting documentation for approval by the Claims Auditor.
 - We reviewed supporting documentation for accuracy.
 - We traced the checks to an approved warrant by the Board of Education.

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 January 1, 2025 - June 30, 2025. Based on our review of this ledger, we performed the following procedures:
 - We obtained all progress billing reports for the period January 1, 2025 - June 30, 2025.
 - 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.

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

V. Facilities, Equipment, and Inventory Controls

- 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 April, May and June 2025. 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

September 5, 2025