

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 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:

Purchasing and Expenditures - Purchasing

1. We randomly selected twenty employees from the December 30, 2025 payroll check date and performed the following procedures:
 - We traced the employee's pay rate per the payroll register to their pay agreement. If the employee was part of a bargaining unit, we reviewed their contract.
 - We recomputed the employee's bi-weekly payroll amount based on their contract or pay agreement and matched it to their gross pay per the payroll register report.
 - If the employee is hourly/daily, we reviewed their timesheets to verify they were paid for the correct number of hours.

Conclusion

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

Facilities, Equipment and Inventory - Facilities Maintenance

2. We obtained the District's long-range plan for bus replacement purchases. New York State Department of Education recommends that all School Districts have a long-range plan in place for equipment replacement purchases.

Conclusion

- The District's has a long-range plan for school bus replacement purchases as recommended by New York State Department of Education.

Facilities, Equipment and Inventory - Facilities Construction

3. We obtained the District's Capital Projects Fund general ledger for the period October 1, 2025 – December 31, 2025. Based on our review of this ledger, we performed the following procedures:
 - We obtained all progress billing reports for the period October 1, 2025 – December 31, 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.

Student Services - Extra Classroom Activity Fund

4. We selected four extra classroom activity clubs within the District for the 2025 - 2026 school year and performed the following procedures:
 - We reviewed the disbursements from July 1, 2025 through December 31, 2025 for supporting documentation, Student Officer approval, and verified that sales tax is paid when required.
 - We reviewed receipts from July 1, 2025 through December 31, 2025 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.

Student Services - Extra Classroom Activity Fund (Continued)

Findings/Conclusion

- In the Middle School, 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 a profit and loss statement for every fundraising activity.
 - There were several deposits that were made several weeks after the date they were received due to the Central Treasurer being out. We verified all monies were accounted for but we recommend that a second person is appointed to make deposits if the Central Treasurer is out for an extended period.
5. 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.
6. We obtained the December 2025 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

- It was noted that the High School extra classroom activity fund's bank reconciliation had two outstanding checks from May and June 2025. We recommend that the Central Treasurer follow up on all outstanding checks older than three months to verify if they need to be replaced or void.

Risk Assessment Update (References below are from NYS Checklist)

VI. Student Services

- Student Transportation
- Food Service
- Extraclassroom Activity Fund

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 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

March 4, 2026