

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 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:

Purchasing and Expenditures - Purchasing

1. We obtained all the District's fuel oil bills that were paid in the month of April 2024 and performed the following procedures:
 - We reviewed the fuel oil invoices for the rate per gallon that was charged on the date of delivery.
 - We verified that the rate per gallon that was charged did not exceed the rate per the original bid for the 2023 – 2024 school year that was approved by the Board of Education.

Conclusion

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

Purchasing and Expenditures – Payroll and Personnel

2. We selected twenty-five employees from the April 30, 2024 payroll register report and performed the following procedures:
 - We reviewed the employee gross pay per the payroll report and matched the amount paid to their pay-agreement in their personnel file.
 - We verified that the pay-agreement was signed by the employee.
 - We verified that the District maintains copies of Forms W-4 and I-9.
 - We reviewed the personnel file for documentation that the District performed a background check (if employee was hired after 2001).

Findings/Conclusion

- The District's personnel files include a signed salary agreement for each employee. Of the items we tested, we found that one employee did not sign the salary agreement. While the District has this procedure in place, there is no requirement for the employee to sign an agreement. Providing the salary agreement notifies the employee of their compensation.

Facilities, Equipment and Inventory – Facilities Construction

2. We obtained the District's Capital Projects Fund general ledger for the period July 1, 2022 – June 30, 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 – June 30, 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.

Risk Assessment Update

Risk assessments have been updated in the following areas:

IV. Purchasing and Expenditures

- Purchasing
- Accounts Payable and Cash Disbursements
- Payroll and Personnel
- Travel and Conferences

V. Facilities and Equipment

- 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 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

September 12, 2024