



Chappaqua Central School District

John L. Chow
Assistant Superintendent for Business

Christine Ackerman Ph.D.
Superintendent of Schools

September 18, 2020

To: O'Connor Davies, LLP
External Auditor

From: John L. Chow

Re: Response to Management Letter for Fiscal Year Ended June 30, 2020

This is the District's response to the above-mentioned management letter issued by the external auditing firm, O'Connor Davies, for control deficiencies. On September 21, the District's Audit Committee will meet with auditors to review the management letter and financial statements. On September 30, the auditors will make a presentation to the Board of Education at an open meeting after which the Board will accept the report.

We discussed this management letter with personnel from the areas that are affected and collectively came up with this response. We believe that control and operational/procedural issue, and recommendations made in the management letter have been addressed through corrective action plan presented below:

Outstanding Checks

Finding: During the audit, it was noted that there were several outstanding checks over one year old in the T 10 net payroll account totally \$1,386.56.

Recommendation

It is recommended that the district determine whether these checks will be cashed in the near future, or if they should be written off.

Response

Responsible: Business Office

Action: As was formally noted on the June 2020 bank reconciliation, these outstanding checks were being researched at the time the reconciliation was being prepared. These checks have since been researched and written off. This will be a standard practice in the future.

Timeline: Completed

Chappaqua Central School District

Outstanding Timeliness of Deposit-Extraclassroom

Finding: During the audit, it was noted that there were several deposits that were not made in a timely manner.

Recommendation

It is recommended that the district begin to make deposits within 72 hours of receipt.

Response

Responsible: Business Office & All the Schools

Action: We have reminded all the schools that they must deposit checks within 72 hours of receipt.

Timeline: Completed

Cc: Christine Ackerman
Cathleen Lynch
Audit Committee Members

