

**HERRICKS UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2020**

**HERRICKS UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Education
Herricks Union Free School District

Report on Compliance for Each Major Federal Program

We have audited Herricks Union Free School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Herricks Union Free School District's major federal programs for the fiscal year ended June 30, 2020. Herricks Union Free School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Herricks Union Free School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Herricks Union Free School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Herricks Union Free School District's compliance.

Opinion on Each Major Federal Program

In our opinion, Herricks Union Free School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2020-001. Our opinion on each major federal program is not modified with respect to this matter.

Herricks Union Free School District's response to the noncompliance finding identified in our audit is described in the District's corrective action plan. Herricks Union Free School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of Herricks Union Free School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Herricks Union Free School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Herricks Union Free School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the fiduciary funds of Herricks Union Free School District as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Herricks Union Free School District's basic financial statements. We issued our report thereon dated October 8, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform

Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

R.S. Abrams & Co., LLP

R.S. Abrams & Co., LLP

Islandia, NY

December 16, 2020

(except for our report on the schedule of expenditures of federal awards, for which the date is October 8, 2020)

**HERRICKS UNION FREE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Federal Grantor/Pass-through Grantor Program Title	CFDA Number	Agency or Pass-through Number	Program Expenditures	Total Expenditures by CFDA Number
<u>U.S. Department of Education</u>				
<u>Passed-through NYS Education Department:</u>				
Special Education Grants to States (IDEA, Part B)	84.027	0032-19-0453	\$ 352	
Special Education Grants to States (IDEA, Part B)	84.027	0032-20-0453	714,047	\$ 714,399
Special Education Preschool Grants (IDEA Preschool)	84.173	0033-20-0453	\$ 22,606	22,606
Total Special Education Cluster			737,005	
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021-19-1655	\$ 1,684	
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021-20-1655	67,018	68,702
Supporting Effective Instruction State Grant	84.367	0147-20-1655	\$ 32,065	32,065
English Language Acquisition Grants	84.365	0293-19-1655	\$ 14,749	
English Language Acquisition Grants	84.365	0149-19-1655	(161)	
English Language Acquisition Grants	84.365	0293-20-1655	13,683	28,271
Student Support and Academic Enrichment Grants	84.424	0204-20-1655	\$ 5,375	5,375
Total U.S Department of Education				<u>\$ 871,418</u>
<u>U.S. Department of Health and Human Services</u>				
<u>Passed-through Nassau County Department of Senior Citizen Affairs:</u>				
Special Program for the Aging - Title III, Part C - Nutrition Services	93.045	N/A	\$ 36,431	
National Family Caregiver Support - Title III, Part E	93.052	N/A	67,624	104,055
Total U.S Department of Health and Human Services				<u>\$ 104,055</u>
<u>U.S. Department of Agriculture</u>				
<u>Passed-through NYS Education Department:</u>				
National School Lunch Program (Cash Assistance)	10.555	N/A	\$ 167,963	
National School Lunch Program (Non- Cash Food Distribution)	10.555	N/A	101,452	269,415
Total Child Nutrition Cluster			\$ 269,415	
Total U.S. Department of Agriculture				<u>\$ 269,415</u>
Total Federal Awards Expended				<u>\$ 1,244,888</u>

**HERRICKS UNION FREE SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

1. BASIS OF PRESENTATION:

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal grant activity of Herricks Union Free School District under programs of the federal government for the fiscal year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Herricks Union Free School District, it is not intended to and does not present the financial position, changes in net position or cash flows of Herricks Union Free School District.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The value of food commodities was calculated using the U.S. Department of Agriculture’s Food and Nutrition Service commodity price lists. Federal awards that are included in the Schedule may be received directly from federal agencies, as well as federal awards that are passed through from other government agencies. Pass-through entity identifying numbers are presented where available.

Indirect costs may be included in the reported expenditures, to the extent that they are included in the federal financial reports used as the source for the data presented. Matching costs (Herricks Union Free School District’s share of certain program costs) are not included in the reported expenditures.

3. INDIRECT COST RATE:

Herricks Union Free School District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

4. SUBRECIPIENTS:

No amounts were provided to subrecipients.

5. OTHER DISCLOSURES:

No insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds has only a nominal value, and is covered by Herricks Union Free School District’s casualty insurance policies.

There were no loans or loan guarantees outstanding at year end.

**HERRICKS UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

PART II FINANCIAL STATEMENT FINDINGS

There are no financial statement findings to be reported.

PART III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING # 2020-001

U.S. Department of Education – Passed-through the NYS Education Department

*Special Education Grants to States (IDEA, Part B); CFDA No. 84.027; Project #0032-20-0453;
Grant Period – Fiscal Year Ended June 30, 2020*

*Special Education Preschool Grants (IDEA Preschool); CFDA No. 84.173; Project #0033-20-
0453; Grant Period – Fiscal Year Ended June 30, 2020*

- Criteria: According to Uniform Guidance Section 200.430 *Compensation -Personal Services*, charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must comply with the established written accounting policies and practices of the District, and support the distribution of salaries and wages among specific activities or cost objectives while reasonably reflecting the total activity for which the employee is compensated.
- Condition: We noted three out of the ten employees charged to the grants that were selected for testing were missing the completed payroll certification form required per District policy, for one of the time periods selected, and one of the ten employees was missing two forms covering two different time periods selected for testing.
- Cause: We noted 4 of the 5 missing payroll certification forms required by the District policy were covering time periods when school buildings were closed and instruction was occurring remotely, due to the COVID-19 pandemic. Because of these COVID-19 related complications, the District had difficulty collecting the completed payroll certification forms.
- Effect: The District was not in compliance with the Uniform Guidance requirement to support the allocation of salaries and wages charged to federal awards for all charges.
- Recommendation: We recommend the District make every effort to obtain the required payroll certification forms. We also recommend the District consider revising their current policy and procedure manual to provide for an alternative procedure when forms are not received, such as having a direct supervisor with knowledge of the work performed complete the form.
- District Response: The District’s response is included in their corrective plan.

**HERRICKS UNION FREE SCHOOL DISTRICT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

FINDING # 2019-001:

According to Uniform Guidance Section 200.430 *Compensation – Personal Services*, charges to federal awards for salaries and wages must comply with the established written accounting policies and practices of the District. During our prior year audit, we noted the District did not establish written policies or procedures for the support of the salaries and wages charged to federal awards. We recommended the District develop written policies and procedures to follow based on the requirements contained in the Uniform Guidance to ensure they substantiate salaries charged to grants in compliance with the Uniform Guidance.

STATUS:

Implemented.

FINDING # 2019-002:

According to Uniform Guidance 200.317 *Procurement by States*, non-federal entities other than states are required to follow the procurement standards set out in Section 200.318 through 200.326, which include using their own documented procurement policies and procedures, which reflect all applicable state and local laws and regulations, provided that they conform to applicable Federal statutes, and the Uniform Guidance standards contained in those sections. During our prior year audit, we noted the District did not have established written procedures for procurement as outlined in the Uniform Guidance section 200.317. We recommended the District develop written procurement procedures that contain all the required information contained in the Uniform guidance, to ensure their purchases under federal awards were made in compliance with Uniform Guidance.

STATUS:

Implemented.

**HAUPPAUGE UNION FREE SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

The District's corrective action plan is under separate cover.