

WALLKILL CENTRAL SCHOOL DISTRICT

***INDEPENDENT INTERNAL AUDIT REPORT
AGREED-UPON PROCEDURES
ACCOUNTS PAYABLE/CLAIMS AUDITING
2024***

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INDEPENDENT INTERNAL AUDIT REPORT
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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES
RELATED TO INTERNAL CONTROLS

To the Board of Education of the
Wallkill Central School District
1500 Route 208
PO Box 310
Wallkill, New York 12589

We have performed the procedures enumerated below on the internal controls of the Wallkill Central School District Board of Education for the year ended June 30, 2024. The District's management is responsible for the internal controls.

The Board of Education of the Wallkill Central School District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of understanding the controls over the accounts payable and claims auditing. 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.

ACCOUNTS PAYABLE

PROCEDURE 1

We interviewed the District Treasurer, Accounts Payable Clerk, Purchasing Agent, Claims Auditor and the Deputy Claims auditor to understand and document the District procedures over accounts payable and claims auditing.

SUMMARY OF DISTRICT PROCEDURES:

The District procedures are as follows:

1. The request is entered into the school district accounting software by the building secretary
2. The Principal or Department Head reviews and approves the requisition in the accounting program
3. The Purchasing Agent reviews and approves the requisitions and approves the purchase order
4. The purchase order is printed and sent to the appropriate location:
 - a. Pink copy is vendor copy and is forwarded to the requestor
 - b. White copy is forwarded to the building that requested
 - c. No pink copy is printed for the District Office purchases
5. The building or department receives the items, signs the pink sheet and then sends to the accounts payable department
6. Accounts payable matches the invoice and pink signed copy and prepares for payment
7. The warrant is printed and the Claims Auditor approves the payments
8. Checks are printed after the Claims Auditor approves the payments.

SUMMARY OF CLAIMS AUDITOR PROCEDURES:

The Claims Auditor or Deputy Claims Auditor perform the following:

1. Compares invoices against the warrant and makes notes if any problems or issues
2. If it is a Medicare reimbursement, they check the binder of retirees amounts and on the spreadsheet of all individuals receiving reimbursements.
3. If there is no purchase order, they request an account number to write on the invoice and approval from Assistant Superintendent of Support Services
4. They maintain a binder of all of their work on the warrants for each check run
5. They check amounts on invoices to make sure everything agrees
6. Certify warrant and attests that the warrant was audited

PROCEDURE 2

We selected seventy disbursements from the District's check register from various funds. We verified the following for each of the disbursements:

1. Account code was reasonable
2. Approved purchase order or claim form
3. Proper supporting documentation such as an invoice
4. Proof of receipt, if applicable
5. Claims auditor approval
6. Cancelled check agreed to the vendor, check number, amount and signature
7. Manual checks were signed by two individuals

FINDINGS

We found 10 disbursements with no purchase order or claim form. Each of these disbursements were approved by the Assistant Superintendent for Support Services prior to payment.

The items were for the following purchases:

Disbursement	Amount	Description
Dues	\$ 1,000.00	District does not know amount until after invoice arrives.
Emergency work (4)		
Water Pump	113.96	Emergency repair
Truck Repair	2,018.56	Vendor came to District to assess
Boiler Repair	1,986.25	Emergency repair
Part for Maintenance	54.12	Emergency repair
Speaker repair	293.62	Emergency repair
Graduation supplies	712.86	Items needed for set up
Parent Teacher Conference expense	920.00	Conference scheduler – add on service
Postage	320.00	Bulk mailing taken to Newburgh
Conferences	840.00	Annual conferences

PROCEDURE 3

We reviewed the Medicare Reimbursement process.

We verified the following:

1. Retiree and/or Spouse requested to be reimbursed
2. Proof of amounts received by Social Security Administration
3. Medicare Card copy
4. Amount was paid per District spreadsheet

FINDINGS

No exceptions were noted as a result of this procedure.

We would like to thank all of the staff that assisted us during our engagement.

We were engaged by the Board of Education of the Wallkill Central School to perform this agreed upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. 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 the internal controls.

Accordingly, we do not express 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 the Board of Education of the Wallkill Central School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the District and is not intended to be and should not be used by anyone other than those specified parties.

Cooper Arias, LLP

Mongaup Valley, New York
May 30, 2024