

CANANDAIGUA CITY SCHOOL DISTRICT

NEW YORK

**COMMUNICATING INTERNAL CONTROL
RELATED MATTERS IDENTIFIED IN AN AUDIT**

For Year Ended June 30, 2024



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

October 2, 2024

To the Board of Education
Canandaigua City School District, New York

In planning and performing our audit of the financial statements of Canandaigua City School District as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered Canandaigua City School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Canandaigua City School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Canandaigua City School District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we identified certain matters involving the internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated October 2, 2024 on the financial statements of the District. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. Our comments are summarized as follows:

The District's responses to the deficiencies identified in our audit have not been subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Prior Year Deficiency Pending Corrective Action:

School Lunch Fund –

The School Lunch Program generated an operating surplus during the year resulting in a fund balance at June 30, 2024 totaling \$1,115,498. This fund balance appears to be in excess of the three month average expenditure level recommended by Federal Regulation #7CFR Part 210.14(b) by \$502,283

We recommend the District continue to monitor the fund balance in order to comply with the Federal Regulation.

District's Response

The District will monitor the fund balance in order to comply with the Federal Regulation. Effective July 1, 2024 the USDA has approved the New York State Education Department to increase the net cash resource limit to six months average operating expenditure. The Assistant Superintendent for Business along with the Director of Food Service will develop a plan by December 31, 2024 to ensure that the fund balance complies with the regulation.

Current Year Deficiencies in Internal Control:

School Resource Officer –

During the course of our examination, we noted that the District has a contract with the City for the services of a School Resource Officer. However, a daily attendance record is not maintained, reviewed and approved by an administrator.

We recommend the District implement procedures to document the days the School Resource Officer is on school grounds which should be reviewed and approved by an administrator.

District’s Response

The Assistant Superintendent for Personnel will work with the City Police Department to create a process to verify the time and attendance of the School Resource Officers assigned to the District. The process will be finalized by June 30, 2025.

Payments –

During the course of our examination we noted several checks to vendors were being written, approved, and processed, however, they were not mailed to the vendor until a later date.

We recommend accounts payable checks be mailed to the vendor upon issuance.

District’s Response

The Assistant Superintended for Business has reviewed the internal process and updated operating procedures to ensure compliance with best practices as recommended effective October 1, 2024.

Prior Year Recommendation:

The prior year recommendation has been noted above.

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We believe that the implementation of these recommendations will provide Canandaigua City School District with a stronger system of internal control while also making its operations more efficient. We will be happy to discuss the details of these recommendations with you at your convenience.

This communication is intended solely for the information and use of management, the Board, audit committee, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

We wish to express our appreciation to the business office staff for all the courtesies extended to us during the course of our examination.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 2, 2024