

**LETCHWORTH CENTRAL SCHOOL DISTRICT
NEW YORK**

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

For Year Ended June 30, 2024





BUSINESS
ADVISORS
AND CPAS

September 25, 2024

To the Board of Education
Letchworth Central School District, New York

In planning and performing our audit of the financial statements of Letchworth Central 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 Letchworth Central 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 Letchworth Central School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Letchworth Central 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 September 25, 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:

Prior Year Deficiency Pending Corrective Action:

School Lunch Fund –

Federal Regulation #7 CFR Part 210.14(b) recommends the School Lunch Fund balance not exceed three months average expenditures. As of June 30, 2024, the District's School Lunch Fund balance totaled \$372,487 and exceeded three months average expenditures in the amount of \$164,729.

We recommend the District continue to closely monitor the School Lunch program and make every effort to comply with the Federal Regulation.

Current Year Deficiency in Internal Control:

Payroll –

During our examination of the District’s payroll procedures, we noted the following:

1. Employees working the second shift receive pay for lunch, however, this is not written in the contract.
2. Teachers aids and assistants do not get paid for additional time beyond contracted hours.
3. Different departments are reporting time using different increments.

We recommend the District review these items and develop the necessary corrective action during the next fiscal year.

Prior Year Recommendation:

We are pleased to report that the following prior year recommendation has been implemented to our satisfaction:

1. Bank reconciliations were reviewed and properly signed off on.

* * *

We believe that the implementation of these recommendations will provide Letchworth Central 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
September 25, 2024