

MEDINA CENTRAL 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
Medina Central School District, New York

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

Prior Year Deficiency Pending Corrective Action:

Bidding/Quoting -

During the course of our examination, we noted two instances where the District did not receive any quotes for Amazon purchases that were over the quoting threshold. In addition, there was one instance where the District received one quote for a purchase over the bidding threshold.

We recommend the Administration review these items for compliance with the District's procurement policy.

Current Year Deficiencies in Internal Control:

Payroll –

During the course of our examination, we noted the following items related to controls over the payroll cycle:

1. Annualized employees are not filling out and signing timesheets for their standard hours.
2. The District utilizes salary notices to document the employees understanding of their compensation. During our examination of salary notices, we noted seven instances in which the salary notices for mid-year changes were not signed and returned by employees.

We recommend the District review these items and implement the necessary corrective action.

School Lunch Fund –

During the course of our examination, we noted that the assigned fund balance in the School Lunch Fund at June 30 2024 totaled \$495,394. This balance appears to be in excess of the three months average expenditures level recommended by Federal Regulation #7CFR Part 210.14(b) in the amount of \$202,114.

We recommend the District continue to develop the corrective action necessary for compliance with the Federal Regulation.

Prior Year Recommendations:

We are pleased to report the following prior year recommendations have been implemented to our satisfaction:

1. The Library tax levy was properly collected in the current year.
2. Transportation costs for the summer school program appeared to be properly reported for the current year.
3. The District has developed a system for ongoing monitoring of cyber security threats.

* * *

We believe that the implementation of these recommendations will provide Medina 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.

Rochester, New York
October 2, 2024

Mengel, Metzger, Barw & Co. LLP