

***CHURCHVILLE - CHILI CENTRAL SCHOOL DISTRICT  
NEW YORK***

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

***For Year Ended June 30, 2023***



BUSINESS  
ADVISORS  
AND CPAS



October 3, 2023

To the Board of Education  
Churchville-Chili Central School District, New York

In planning and performing our audit of the financial statements of Churchville-Chili Central School District as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered Churchville-Chili 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 Churchville-Chili Central School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Churchville-Chili 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 3, 2023 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 Program –**

During the course of our examination, we noted that the assigned fund balance in the School Lunch Fund at June 30, 2023 totaled \$670,703. This balance appears to be in excess of the three-month average expenditure level recommended by Federal Regulation #7CFR Part 210.14, in the amount of \$117,767.

In an effort to comply with this regulation, we recommend the District continue to monitor and implement their plan to reduce their fund balance during this next fiscal year.

**Current Year Deficiency in Internal Control:**

**Bidding/Quoting –**

During our examination we noted one instance where three quotes were received for a purchase that was above the bidding threshold. In addition, we noted one instance where only one quote was received for a purchase which required three written quotes.

We recommend a continued effort be made to comply with Sections 103 and 104(b) of the General Municipal Law as well as following the District's procurement policy.

**Prior Year Recommendation:**

The following prior year recommendation has been implemented to our satisfaction:

1. The payroll reports tested were properly certified prior to the payment date.

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We believe that the implementation of these recommendations will provide Churchville-Chili 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, Baw & Co. LLP*

Rochester, New York  
October 3, 2023