



September 17, 2025

To the Board of Education and Management
Jericho Union Free School District
Jericho, New York

In planning and performing our audit of the financial statements of the Jericho Union Free School District (“the District”) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the District's system of internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

The memorandum that accompanies this letter summarizes our observation of the current status of our prior year’s comments and recommendation, as well as the current year’s comments and recommendation, if any. This letter does not affect our report dated September 17, 2025, on the financial statements of Jericho Union Free School District.

This communication is intended solely for the information and use of the Board of Education, Audit Committee, management, and others you deem appropriate within the District, as well as any governmental authorities you need to share this information with and it is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Cullen & Danowski, LLP
Port Jefferson Station, New York

PRIOR YEAR'S COMMENTS

Extraclassroom Activities Fund

The extraclassroom activities (ECA) fund is the depository of student money. School districts are required to have policies and procedures to safeguard these student funds. The New York State Education Department (SED) publishes a finance pamphlet titled *Safeguarding, Accounting and Auditing of Extraclassroom Activities Fund (Revised 2015)*, a 51-page document that provides in detail the rules, basic principles, guidelines for organizing extraclassroom activities, controlling receipts and disbursements, recording and reporting transactions, sales tax requirements, as well as examples and illustrations. At the beginning of each school year, the Board-appointed Central Treasurer of the ECA funds, who is a member of the District's Business Office staff, would send a memorandum containing the District's ECA funds procedures, which are summarized from the SED pamphlet, to all student club faculty advisors. The District also utilizes its internal auditors to periodically review fundraising records of student activities.

During last year's audit, we reviewed profit-and-loss (P&L) statements provided by the faculty advisors for several student activities for their fundraising activities. One of the P&L statements was for a bake sale of donuts and beverages, but the statement only indicated the total cash receipts and lacked sufficient details for the quantities of items sold. That P&L statement was prepared and signed by the faculty advisor, but lacked the signature of the student treasurer.

Current Status: During our current audit, we did not note similar findings from our interviews of faculty advisors and review of their supporting documentation for the student activities we selected for our testing.

School Food Service Fund

The District's school food service program serves meals to students. Based on the number of meals served, the Federal government and the State reimburse the District based on approved rates. Federal Regulations, 7 CFR Part 210.14(b), limits the net cash resources within the school food service fund to an amount not to exceed three months' average expenditures. If there are excessive cash resources that exceed six months' average expenditures, the District would be required to submit a written plan to the State Education Department's (SED) Child Nutrition Program Administration outlining the plan to reduce the excess funds.

We noted last year that the District's school food service fund ended the 2023-2024 school year with an operating surplus of approximately \$176,000; its fund balance as of June 30, 2024 exceeded the three-months-average-expenditures limit by approximately \$19,000.

Current Status: Corrected. The District purchased new kitchen equipment during the 2024-25 fiscal year; as a result, the school food service fund's fund balance decreased by approximately \$169,000, and is below the required limit.

CURRENT YEAR'S COMMENT

We have no new recommendations.
