

ROMULUS CENTRAL SCHOOL DISTRICT

NEW YORK

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

For Year Ended June 30, 2025



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

October 2, 2025

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

In planning and performing our audit of the financial statements of Romulus Central School 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 Romulus 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 Romulus Central School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Romulus 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, 2025 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:

Procurement Procedures –

During the course of our examination, we noted one instance where only one quote was received for a purchase which required three verbal quotes.

We recommend a continued effort to be made to comply with the District's procurement policy.

Current Year Deficiency in Internal Control:

Payroll –

During our testing of payroll, we noted one instance where an employee was paid incorrectly for the amount of overtime hours worked.

We recommend the District review this item and implement the appropriate corrective action during this next fiscal year.

Other Item:

The following item is not considered to be a deficiency in internal control; however, we consider it an other item which we would like to communicate to you as follows:

Federal Programs –

As a result of recent federal program changes, the District documents various federal program procedures through written questionnaires prepared by the Program Coordinators and the Business Office. Recent guidance from the New York State Education Department suggests federal recipients should enhance their written documentation into a written procedural manual that is more detailed and specific to each federal program compliance requirement.

Prior Year Recommendations:

The following prior year recommendations have been implemented to our satisfaction:

1. Purchases over the bidding threshold were in compliance with General Municipal Law and District policy.
2. The District established a clearly documented procedure for requesting leave with preauthorization and approval.

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We believe that the implementation of these recommendations will provide Romulus 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 2, 2025