

**BALDWINVILLE CENTRAL SCHOOL DISTRICT  
NEW YORK**

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

**For Year Ended June 30, 2021**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

September 15, 2021

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

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Baldwinsville Central School District, New York as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Baldwinsville Central School District, New York's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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.

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 15, 2021 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:

**Current Year Deficiencies in Internal Control:**

**Receipts –**

During our examination of cash receipt procedures, we noted five instances in which receipts received by the District were not deposited into the bank in a timely manner.

We recommend the District review their procedures over the funds received by the District to ensure that funds are deposited into the bank in a timely manner.

## **(Current Year Deficiencies in Internal Control) (Continued)**

### **Payroll –**

During our examination of payroll procedures, we noted three instances relating to school monitors and teaching assistants in which timesheets were not reviewed and signed by the supervisor prior to our examination, however, when it was brought to the Districts attention the timesheets were signed.

We recommend all timesheets be reviewed and approved by the department heads/supervisors in a timely manner.

### **Payments in Lieu of Taxes (PILOT) –**

During our review of the District's PILOT program, we noted one payment not received by the District, and follow up with the municipality that induced the pilot was not made in a timely manner.

We recommend the District develop procedures to monitor PILOT payments, to ensure timely communication to the appropriate taxing jurisdiction when payments are not made timely.

### **Other Items:**

The following items are not considered to be deficiencies in internal control; however, we consider them other items which we would like to communicate to you as follows:

#### **Federal Programs –**

The District has updated their policies and procedures surrounding the Uniform Grant Guidance (UGG) to document in a written procedural manual that is specific to each federal program compliance requirement. As part of this manual a conflict of interest statement should be completed by District staff and Board members.

#### **GASB Statement No. 87 Leases –**

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87 which will be effective during the 2021-22 fiscal year. As a result, the District will be required to gather certain information relating to those items considered to be leases in order to prepare the lease payable and right to use asset calculations.

### **Prior Year Recommendations:**

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

1. The District properly monitored fund balance and remained under the 4% maximum limit per Section 1318 of the Real Property Tax Law.
2. The District properly documented and kept on file the employee opt-out forms.

**(Prior Year Recommendations) (Continued)**

3. We noted significant improvement in the documentation relating to salary notices.
4. The District addressed the procurement procedures relating Library purchases.

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.

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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  
September 15, 2021