

***PITTSFORD CENTRAL SCHOOL DISTRICT
NEW YORK***

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

For Year Ended June 30, 2023



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

September 15, 2023

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

In planning and performing our audit of the financial statements of Pittsford 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 Pittsford 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 Pittsford Central School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Pittsford 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 September 15, 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:

Current Year Deficiency in Internal Control:

Payroll –

As a result of turnover in the payroll department and the timing of the filing of certain Internal Revenue Service (IRS) forms, we noted the IRS filings for forms W-2 and W-3 were submitted to the IRS after the stated deadline of January 31, which may result in a future penalty.

We recommend the District continue to monitor their payroll filing requirements to ensure forms are submitted to the IRS in a timely manner.

Prior Year Recommendation:

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

1. All extra pay items examined were clearly traceable to employment contracts and/or Board memoranda of agreement.

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We believe that the implementation of these recommendations will provide Pittsford 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, Barw & Co. LLP

Rochester, New York
September 15, 2023