

*PITTSFORD CENTRAL SCHOOL DISTRICT  
NEW YORK*

*COMMUNICATING INTERNAL CONTROL  
RELATED MATTERS IDENTIFIED IN AN AUDIT*

*For Year Ended June 30, 2020*

**MENGEL METZGER BARR & CO. LLP**

RAYMOND F. WAGER, CPA, P.C. DIVISION

# MENGEL METZGER BARR & CO. LLP

RAYMOND F. WAGER, CPA, P.C. DIVISION

September 9, 2020

To the Board of Education  
Pittsford 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 Pittsford Central School District, New York as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Pittsford 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.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However material weaknesses may exist that have not been identified.

## **Prior Year Deficiency Pending Corrective Action:**

### **Offsite Collections** –

Our examination revealed two instances totaling more than \$4,000 each where Drivers Education receipts were not deposited in a timely manner.

We recommend the District continue to make every effort to deposit funds within 3-5 business days after being received.

**Current Year Deficiency in Internal Control:**

**Retirement Reporting –**

During our examination of the retirement reporting we noted one instance in which an employee completed the application, however they were not registered so contributions were not made and one instance where an employee optout form was not on file.

We recommend the District develop procedures to track and monitor employees when retirement documentation is incomplete.

**Other Item:**

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

**GASB Statement No. 84 –**

During this next fiscal year the District will be required to implement GASB Statement No. 84 which will modify the financial reporting for the Agency Funds.

This will require a review of the various accounts currently reported in the Agency Funds along with the extraclassroom activity policy and procedures in order to determine where to report the District's extraclassroom activity funds, scholarships, and other Agency activity.

**Prior Year Recommendation:**

The prior year recommendation has been noted above.

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.

Rochester, New York  
September 9, 2020

*Mengel, Metzger, Barz & Co. LLP*