



**EXTRACLASSROOM ACTIVITY FUNDS
MANAGEMENT COMMENT LETTER**

Board of Education
Maine Endwell Central School District
Endwell, New York

In planning and performing our audit of the financial statements of the Extraclassroom Activity Funds of Maine-Endwell Central School District (the School District) 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 School District'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 School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School 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 entity'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 or significant deficiencies. 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.

During our current year audit, we became aware of other matters with respect to internal control. This letter summarizes these comments and recommendations regarding these matters. This letter does not affect our report dated October 7, 2021 on the financial statements of the Extraclassroom Activity Funds of the Maine-Endwell Central School District.

OTHER MATTERS

Middle School

Current Year Finding

Authorizing Signatures

Finding:

During our current year audit, 5 of 5 cash receipts and 3 of 5 cash disbursements were missing authorizing signatures from the Student Treasurer, Faculty Advisor, or Central Treasurer.

Recommendation:

We recommend all cash receipts and cash disbursements be approved by the Student Treasurer, Faculty Advisor, and Central Treasurer.

Current and Prior Year Finding

Inactive Accounts

Finding:

During our current year audit, 9 clubs were financially inactive. During our prior year audit, 4 clubs were financially inactive.

Recommendation:

We recommend clubs be reviewed by Faculty Advisors annually and either dissolved or re-activated in conformance with board policy and guidance from “The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds.”

High School

Current and Prior Year Finding

Inactive Accounts

Finding:

During our current year audit, 5 of 22 clubs were financially inactive. During our prior year audit, 4 of 22 clubs were financially inactive.

Recommendation:

We recommend clubs be reviewed by Faculty Advisors annually and either dissolved or re-activated in conformance with board policy and guidance from “The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds.”

Prior Year Findings Resolved

Cash Receipts - Untimely Deposits

Finding:

In the prior year, 4 of 10 receipts examined were not submitted to the Central Treasurer timely. Additionally, 5 of 10 receipts did not have sufficient documentation to verify deposits were submitted to the Central Treasurer timely.

Resolution:

All cash receipts selected were deposited timely to the Central Treasurer and provided adequate documentation.

Cash Receipts - Profit and Loss Statements

Finding:

In the prior year, 2 of 9 receipts examined lacked a profit and loss statement.

Resolution:

All cash receipts selected for applicable fundraisers provided a profit and loss statement.

This communication is intended solely for the information and use of School District management, the Audit Committee, the Board of Education, and is not intended to be and should not be, used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in dark ink that reads "Insero & Co. CPAs, LLP". The signature is written in a cursive, flowing style.

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York
October 7, 2021