



**EXTRACLASSROOM ACTIVITY FUNDS
MANAGEMENT COMMENT LETTER**

Board of Education
Chenango Valley Central School District
Binghamton, New York

In planning and performing our audit of the financial statements of the Extraclassroom Activity Funds of Chenango Valley Central School District (the School District) as of and for the year ended June 30, 2024, 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 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 a 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 on September 18, 2024 the financial statements of the Extraclassroom Activity Funds of the Chenango Valley Central School District.

Current Year Findings

Cash Receipts - Supporting Documentation

Finding:

During our current year audit, 2 of the 18 receipts selected for examination lacked adequate supporting documentation to determine if receipts were deposited to the Central Treasurer in a timely manner.

Recommendation:

In order to safeguard assets, we recommend developing and implementing specific procedures which dictate how receipts will be handled from time of receipt until submission to the Central Treasurer, including proper dating and authorization of receipt documents and deposits.

Profit and Loss Statements

Finding:

During our current year audit, profit and loss statements were not prepared for 3 of the 8 applicable receipts selected for examination.

Recommendation:

In accordance with “The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds,” and School District policy, upon completion of fundraising activities, we recommend completion of Profit and Loss Statements. This enables students to follow good business practices, and determine the actual profit earned and overall success of said fundraiser.

Current and Prior Year Findings

Cash Receipts - Untimely Submission to Central Treasurer

Finding:

During our current year audit, 3 of the 18 receipts selected for examination were not submitted to the Central Treasurer in a timely manner. During the prior year audit, 3 of the 19 receipts selected for examination were not submitted to the Central Treasurer in a timely manner.

Recommendation:

In accordance with “The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds,” and School District policy, we recommend all cash receipts be deposited or delivered to the Central Treasurer from the student officers within 5 business days.

Cash Receipts - Untimely Deposit with the Bank

Finding:

During our current year audit, 2 of the 18 receipts selected for examination were not deposited with the bank in a timely manner. During the prior year audit, 2 of the 19 receipts selected for examination were not deposited with the bank in a timely manner.

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Recommendation:

In accordance with “The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds,” and School District policy, we recommend all cash receipts be deposited to the bank within 3 to 5 business days from the date received by the Central Treasurer.

This letter is intended solely for the use of the Audit Committee, Board of Education, management, the New York State Department of Education, and others within the School District, and is not intended to be and should not be used by anyone other than these specified parties.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with School District personnel, and we will be pleased to discuss them in further detail at your convenience or to perform any additional study of these matters.

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
September 18, 2024