

Dobbs Ferry Union Free School District, New York

Report to Those Charged with Governance

June 30, 2022

September 27, 2022

Prepared by

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Partner

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**KNOW  
GREATER  
VALUE**



September 27, 2022

The Board of Education  
Dobbs Ferry Union Free School District, New York  
505 Broadway  
Dobbs Ferry, New York 10580

We have audited the financial statements of the Dobbs Ferry Union Free School District, New York ("School District") as of and for the year ended June 30, 2022 and have issued our report thereon dated September 27, 2022.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated May 23, 2022. Professional standards also require that we communicate to you the following information related to our audit.

We are pleased to be of service to you and the School District and appreciate the opportunity to present our audit findings to you. We are also pleased to discuss other matters which may be of interest to you and to answer any questions you may have.

This information is intended solely for the information and use of Those Charged with Governance and management of the School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*PKF O'Connor Davies, LLP*  
**PKF O'Connor Davies, LLP**

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## Status of the Audit

### Audit of Financial Statements

- Audit fieldwork is complete.
- The financial statements have been reviewed by management and issued.
- We have issued an unmodified report on the financial statements.

## Required Communications and Other Matters

| Required Item  | Comments  |
|--|---|
| <b>Auditor's responsibility under professional standards and planned scope and timing of the audit</b> | <p>We have communicated such information in our engagement letter to you dated May 23, 2022. Generally, these responsibilities include:</p> <ul style="list-style-type: none"> <li>• Forming and expressing an opinion on the financial statements.</li> <li>• Obtaining <i>reasonable assurance</i> that the financial statements are <i>free of material misstatements</i>, whether caused by error or fraud.</li> <li>• Accumulating and communicating uncorrected misstatements to Those Charged with Governance ("TCWG").</li> <li>• Maintaining professional skepticism.</li> <li>• Communicating audit related matters that are, in our professional judgment, significant to TCWG.</li> </ul>   |
| <b>Supplementary information accompanying the financial statements</b>                                 | <p>Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the School District's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.</p> |



| Required Item   | Comments   |
|---|--|
| <b>Required supplementary information accompanying the financial statements</b> | <p>We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.</p>   |
| <b>Other information in documents containing audited financial statements</b>   | <p>Our responsibility as auditors for other information in documents containing the audited financial statements does not extend beyond the financial information identified in the auditors' report, and we are not required to perform any procedures to determine that such other information is properly stated. However, in accordance with professional standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.</p> <p>Nothing came to our attention that caused us to believe that any such material inconsistencies exist or that the information contains a material misstatement of fact.</p> |
| <b>Our responsibilities under the Yellow Book</b>                               | <p>In connection with our audit, we performed tests of the Entity's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.</p>   |
| <b>Our responsibilities under Uniform Guidance (Federal Single Audit)</b>       | <p>In accordance with Uniform Guidance, we examined, on a test basis, evidence about the Entity's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Uniform Guidance Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on the Entity's compliance with those requirements. While our audit provided a reasonable basis for our opinion, it does not provide a legal determination on the Entity's compliance with those requirements.</p>   |

| Required Item  | Comments   |
|--|--|
| <b>Responsibilities of management and TCWG</b>                           | <p>Management's responsibilities include:</p> <ul style="list-style-type: none"> <li>• The fair presentation of the financial statements, including the selection of appropriate accounting policies.</li> <li>• Establishing and maintaining effective internal control.</li> <li>• Complying with laws, regulations, grants and contracts.</li> <li>• Providing the auditors with all financial records and related information and a signed representation letter.</li> <li>• Evaluate if there are any conditions or events, considered in the aggregate that raise substantial doubt about the Entity's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.</li> <li>• Setting the proper tone at the top.</li> <li>• Designing and implementing policies and controls to prevent and detect fraud.</li> </ul> <p>TCWG are responsible for communicating with the auditors and overseeing the financial reporting process.</p> |
| <b>Qualitative aspects of accounting practices - Accounting Policies</b> | <p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except for the adoption of the provisions of Governmental Accounting Standards Board Statement No. 87, "Leases". Add the following if not material The District evaluated the impact of the statement and determined the amounts were not material to the financial statements.</p> <p>The accounting policies of the Entity conform to U.S. generally accepted accounting principles as applicable to state and local governments. The Entity's reports are based on all applicable GASB pronouncements.</p> <p>We noted no transactions entered into by the Entity during the year for which there is a lack of authoritative guidance or consensus.</p> <p>All significant transactions have been recognized in the financial statements in the proper period.</p>  |

| Required Item   | Comments  |
|---|---|
| <b>Qualitative aspects of accounting practices – Significant Unusual Transactions</b>               | No matters have come to our attention that would require us to inform you about the methods used to account for significant unusual transactions.   |
| <b>Qualitative aspects of accounting practices - Accounting Estimates and Management's Judgment</b> | <p>Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.</p> <p>Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the School District's financial statements were:</p> <ul style="list-style-type: none"> <li>• Actuarial assumptions related to the Other Postemployment Benefit Liability ("OPEB")</li> <li>• Actuarial assumptions and proportionate share calculations related to pension liabilities</li> <li>• Asset lives for depreciable capital assets</li> <li>• Estimates of certain receivable balances and allowances for uncollectible amounts</li> <li>• Estimates for certain operating and long-term liabilities</li> </ul> |
| <b>Qualitative aspects of accounting practices - Financial Statement Disclosures</b>                | <p>Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements are:</p> <ul style="list-style-type: none"> <li>• Other post employment benefit liabilities payable</li> <li>• Pension plan information</li> <li>• Outstanding bonded indebtedness</li> <li>• Fund balances</li> </ul> <p>The financial statement disclosures are neutral, consistent and clear.</p>  |
| <b>Going concern</b>  | <p>The auditor is required to communicate with TCWG events or conditions that, when considered in the aggregate; indicate a substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.</p> <p>We concur with management's assessment that the Entity will continue as a going concern for one year from the balance sheet date.</p>   |

| Required Item   | Comments   |
|---|--|
| <b>Significant risks</b>                                | <p>We have identified the following significant risks in connection with our audit:</p> <p>Financial statement presentation and disclosure issues such as obscuring, misstating, or omitting significant information in disclosures</p> <p>Management override of internal controls</p> <p>Improper revenue recognition due to fraud</p> <p>The audit procedures applied as a result of the aforementioned significant risks were designed to and have reduced the risk of material misstatement to low.</p>                 |
| <b>Difficulties encountered in performing the audit</b> | <p>We encountered no significant difficulties in dealing with management in performing and completing our audit.</p>   |
| <b>Corrected and uncorrected misstatements</b>          | <p>Professional standards require us to accumulate all known and likely misstatements identified during the audit (including passed adjustments and omitted financial statement disclosures), other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.</p> <p>In addition, corrected misstatements that were brought to the attention of management as a result of our audit procedures are also included in Appendix 1.</p> |
| <b>Disagreements with management</b>                    | <p>For purposes of this communication, a disagreement with management is a matter, whether or not resolved to our satisfaction, concerning financial accounting, reporting, or auditing, which could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of the audit.</p>   |
| <b>Management representations</b>                       | <p>We have requested certain representations from management that are included in the management representation letter (see Appendix 2).</p>   |

| Required Item  | Comments   |
|--|--|
| <b>Management's consultations with other accountants</b>               | In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants. |
| <b>Auditor independence</b>  | We affirm that PKF O'Connor Davies, LLP is independent with respect to the Entity in accordance with relevant professional standards.  |
| <b>Significant issues discussed with management prior to retention</b> | We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Entity's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.   |

## Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Dobbs Ferry Union Free School District's (the "Entity") 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, we express no such opinion.

Professional standards require that we communicate to you, in writing, all significant deficiencies and/or material weaknesses in internal control that we identify in performing our audit. For this purpose, deficiencies in internal control are categorized as follows:

- 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.
- A **significant deficiency** is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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 deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

However, we share for your consideration on the following pages other observations about the internal control and operations.

This communication is intended solely for the information and use of management and others charged with governance and is not intended to be and should not be used by anyone other than these specified parties. We will be pleased to discuss these communications and comments in further detail at your convenience, or to assist you in implementing the recommendations.

PKF O'Connor Davies, LLP  
Harrison, New York  
September 27, 2022

## Dobbs Ferry Union Free School District

### Control Deficiencies

- **School Lunch Fund**

#### *Excessive Fund Balance*

The New York State Education Regulations has suggested that the fund balance in the School Lunch fund be no more than three months' worth of operating average expenditures, which is \$231,411. The School Lunch fund has a total assigned fund balance of \$300,328 at June 30, 2022, which is excessive by \$68,917.

#### **Recommendation**

We recommend that the school district take all the necessary steps to utilize the excess portion of this fund balance in the upcoming fiscal year.

- **Single Audit**

#### *Education Stabilization Funds – CRRSA – Reporting*

It was noted that the expenditures recorded per the general ledger were not in line with budgeted amounts per the FS-10.

#### **Recommendation**

We recommend that the School District file amended FS-10s upon any changes to the initial budget. Although expenditures did not exceed the budgeted amounts per the FS-10, the School District should file amendments to ensure reporting is timely and in line with expended amounts.

- **Extraclassroom**

#### *Inactive Accounts*

During the audit, it was noted that four middle school accounts did not have activity for the year, as well as three accounts in the high school.

#### **Recommendation**

We recommend that the School District determine if these activity accounts should remain open, or, if they should be closed and the monies be transferred elsewhere.

## **Dobbs Ferry Union Free School District**

### **Control Deficiencies**

- **Special Aid Fund**

The Special Aid Fund is used to account for special projects or grants supported in whole or in part with Federal and State funds. The major revenues of this fund are Federal and State aid. The District does not maintain a project length schedule throughout the year. Therefore, there is no proper tracking for revenues and expenditures throughout the multi-year projects. This also corresponds to the lack of tracking for unearned revenues and receivables relating to these projects. It should also be noted, that in addition to Federal and State grants, the District also has local grants in this fund.

#### **Recommendation**

We recommend that the District prepare and maintain a project length schedule to track all expenditures, revenues, cash receipts, unearned revenues and receivables relating to each grant received. Basic procedures should include tracing to the general ledger at year end, segregating the schedule to maintain prior years projects that have remained open during the current year, agreeing the amounts to the FS-10 reports and the New York State confirmations.

- **Cash Receipts**

During the preliminary audit, it was noted that one of the five receipts selected was not deposited within 72 hours of receipt.

#### **Recommendation**

We recommend that the School District deposit all monies received within 72 hours or receipt.



## On the Horizon

### **GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements (“SBITA”)***

A SBITA is defined as a contract that conveys control of the right to use another party's information technology (“IT”) software, alone or in combination with tangible capital assets (the underlying IT assets), as specific in the contract for a period of time in an exchange or exchange-like transaction. The subscription term not only includes the period during which a government has a noncancellable right to use the asset, but also include periods covered by an option to extend or terminate.

Under this Statement, a government generally should recognize the right-to-use subscription asset as an intangible asset and a corresponding subscription liability. The liability should be recognized at the commencement of the subscription term, which is when the subscription asset is placed into service. The liability should be initially measured at the present value of the subscription payments expected to be made during the subscription term. Any future payments should be discounted using the interest rate charged, or if not readily determinable, the government's incremental borrowing rate should be used.

The subscription asset will be measured as the sum of the liability amount, payments made to the vendor prior to commencing the subscription term and any implementation costs, offset by any incentives received from the vendor. The amortization of the subscription asset would then be reported as an outflow of resources over the subscription term.

The Statement does provide an exception for short-term SBITAs, which have maximum contractual terms of 12 months or less, including any option to extend regardless of their probability of being exercised. Any payments for these short-term SBITAs would be recognized as outflows of resources.

Further, the Statement provides for additional disclosure requirements detailing descriptive information about the SBITA, including but not limited to the amount of the subscription asset, accumulated amortization, other payments not included in the measurement liability, principal and interest requirements and any other essential information.

Governments should review this standard early to anticipate what changes might need to be made to policies, accounting procedures, laws and regulations. The provisions of this Statement are **effective for fiscal years beginning after June 15, 2022 (i.e., the School District's financial statements for the year ended June 30, 2023).**

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## Appendix 1

### Corrected Misstatements



| Account  | Description                  | Debit                      | Credit                     |
|--|------------------------------|----------------------------|----------------------------|
| <b><u>GENERAL FUND</u></b>                                       |                              |                            |                            |
| <b>Adjusting Journal Entries JE # 6</b>                          |                              |                            |                            |
| To adjust Fund Balance reserves                                  |                              |                            |                            |
| 864.00   | Reserve for Tax Certiorari   | 939,900.00                 |                            |
| 867.00   | Rsrv Empl Benefits/Accr Liab | 22,765.00                  |                            |
| 884.00   | Reserve for Debt             | 57,611.00                  |                            |
| 915.00   | Assigned Unappr Fund Balance | 127,839.00                 |                            |
| 917.00   | Unassigned Fund Balance      |                            | 1,148,115.00               |
| <b>Total</b>   |                              | <b><u>1,148,115.00</u></b> | <b><u>1,148,115.00</u></b> |
| <b>Adjusting Journal Entries JE # 9</b>                          |                              |                            |                            |
| To adjust reserve for designated for subsequent years.           |                              |                            |                            |
| 917.00   | Unassigned Fund Balance      | 968,320.00                 |                            |
| 914.00   | Assigned Appr Fund Balance   |                            | 968,320.00                 |
| <b>Total</b>   |                              | <b><u>968,320.00</u></b>   | <b><u>968,320.00</u></b>   |
| <b><u>SPECIAL AID FUND</u></b>                                   |                              |                            |                            |
| <b>Adjusting Journal Entries JE # 1</b>                          |                              |                            |                            |
| To record current year revenue for Title IIA and Title IV grants |                              |                            |                            |
| 410.00   | Due From State and Federal   | 20,602.00                  |                            |
| 691.00   | Deferred Revenue             | 6,898.00                   |                            |
| 4129.000-2100IV  | TITLE IV                     |                            | 9,900.00                   |
| 4289.100-210011  | Title II A                   |                            | 17,600.00                  |
| <b>Total</b>   |                              | <b><u>27,500.00</u></b>    | <b><u>27,500.00</u></b>    |
| <b>Adjusting Journal Entries JE # 2</b>                          |                              |                            |                            |
| To adjust summer school receivable and revenue.                  |                              |                            |                            |
| 410.00   | Due From State and Federal   | 77,585.00                  |                            |
| 3289.000-2122SS  | 21-22 Summer School          |                            | 77,585.00                  |
| <b>Total</b>   |                              | <b><u>77,585.00</u></b>    | <b><u>77,585.00</u></b>    |
| <b>Adjusting Journal Entries JE # 3</b>                          |                              |                            |                            |
| To adjust Foundation Revenue and deferred balance                |                              |                            |                            |
| 2770.000-FOUNDT  | Dobbs Ferry Foundation       | 14,685.00                  |                            |
| 380.00   | Accounts Receivable          |                            | 14,685.00                  |
| <b>Total</b>   |                              | <b><u>14,685.00</u></b>    | <b><u>14,685.00</u></b>    |

| Account   | Description                | Debit            | Credit           |
|---|----------------------------|------------------|------------------|
| <b>Adjusting Journal Entries JE # 4</b>                       |                            |                  |                  |
| To adjust summer handicapped receivable and deferred revenue. |                            |                  |                  |
| 380.00  | Accounts Receivable        | 35,424.00        |                  |
| 410.00  | Due From State and Federal | 16,165.00        |                  |
| 410.00  | Due From State and Federal |                  | 12,303.00        |
| 691.00  | Deferred Revenue           |                  | 16,165.00        |
| 691.00  | Deferred Revenue           |                  | 23,121.00        |
| <b>Total</b>  |                            | <b>51,589.00</b> | <b>51,589.00</b> |

|   |                     |                  |                  |
|---|---------------------|------------------|------------------|
| <b>Adjusting Journal Entries JE # 5</b>           |                     |                  |                  |
| To adjust Dobbs Ferry PTSA revenue and receivable |                     |                  |                  |
| 2770.000-DFPTSA                                   | Dobbs Ferry PTSA    | 79,045.00        |                  |
| 380.00  | Accounts Receivable |                  | 79,045.00        |
| <b>Total</b>                                      |                     | <b>79,045.00</b> | <b>79,045.00</b> |

|   |                            |                   |                   |
|---|----------------------------|-------------------|-------------------|
| <b>Adjusting Journal Entries JE # 6</b>                   |                            |                   |                   |
| To adjust deferred revenues and due to/due from balances. |                            |                   |                   |
| 3289.000-2122SS   | 21-22 Summer School        | 3,868.00          |                   |
| 410.00  | Due From State and Federal | 6,921.00          |                   |
| 410.00  | Due From State and Federal | 7,809.00          |                   |
| 630.00  | Due to General Fund        | 5,496.00          |                   |
| 630.00  | Due to General Fund        | 70,579.00         |                   |
| 691.00  | Deferred Revenue           | 40,543.00         |                   |
| 391.40  | Due from General           |                   | 3,868.00          |
| 391.40  | Due from General           |                   | 53,848.00         |
| 410.00  | Due From State and Federal |                   | 70,579.00         |
| 630.00  | Due to General Fund        |                   | 671.00            |
| 691.00  | Deferred Revenue           |                   | 6,250.00          |
| <b>Total</b>  |                            | <b>135,216.00</b> | <b>135,216.00</b> |

|  |                     |                 |                 |
|--|---------------------|-----------------|-----------------|
| <b>Adjusting Journal Entries JE # 8</b>                                      |                     |                 |                 |
| To transfer summer handicap received for 15-16 and 16-17 that was previously |                     |                 |                 |
| 3289.000-2122SS  | 21-22 Summer School | 7,487.00        |                 |
| 630.00   | Due to General Fund |                 | 7,487.00        |
| <b>Total</b>   |                     | <b>7,487.00</b> | <b>7,487.00</b> |

## Appendix 2

### Management Representation Letter





September 27, 2022

PKF O'Connor Davies, LLP  
500 Mamaroneck Avenue Suite 301  
Harrison, New York 10528

This representation letter is provided in connection with your audit of the basic financial statements of the Dobbs Ferry Union Free School District, New York, ("School District"), which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2022, and the respective changes in financial position for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

This representation letter is also provided in connection with your audit of the financial statements of the Extraclassroom Activity Funds of the School District which comprise the statement of cash receipts, cash disbursements and cash balances as of June 30, 2022 and for the year then ended for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with the basis of accounting prescribed by the New York State Department of Education.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, (having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves) as of the date of this letter, the following representations made to you during your audit.

#### **Our Responsibilities**

- 1) We acknowledge that we have fulfilled our responsibilities as set forth in the terms of the engagement letter dated May 23, 2022 for:
  - a) The preparation and fair presentation of the financial statements in accordance with US GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity. The combining and individual fund financial statements have been prepared and presented in conformity with the accounting principles used to prepare the basic financial statements.
  - b) The preparation and fair presentation of the financial statements of the School District's Extraclassroom Activity Funds in conformity with the accounting principles prescribed by the New York State Department of Education which is a comprehensive basis of accounting other than US GAAP.
  - c) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
  - d) The design, implementation, and maintenance of internal control to prevent and detect fraud.

- 2) We understand that the term “fraud” refers to intentional acts by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception that results in a misstatement in financial statements. Two types of intentional misstatements are relevant to your audit – misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets. Fraudulent financial reporting involves intentional misstatements, including omissions of amounts or disclosures in financial statements to deceive financial statement users. Misappropriation of assets involves the theft of an entity’s assets.
- 3) In regard to the financial statement preparation non-attest services performed by you, we have:
  - a) Assumed all management responsibilities.
  - b) Designated individuals within senior management, who have suitable skill, knowledge, or experience to oversee the services.
  - c) Evaluated the adequacy and results of the services performed.
  - d) Accepted responsibility for the result of the services.
- 4) We are further responsible for reviewing, accepting and processing the standard, adjusting, or correcting journal entries that you proposed during the course of your engagement. We confirm that we designated a suitably qualified individual who understands the nature and impact of the proposed entries to the financial statements, and we accept responsibility for the proposed entries that we authorized and processed.
- 5) We acknowledge our responsibility for presenting the combining and individual fund financial statements and schedules and the schedule of expenditures of federal awards in accordance with US GAAP, and we believe the combining and individual fund financial statements and schedules and the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with US GAAP. The methods of measurement and presentation of the combining and individual fund financial statements and schedules and schedule of expenditures of federal awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

#### **Financial Statements**

- 6) The financial statements referred to above are fairly presented in conformity with US GAAP and include all disclosures necessary for such fair presentation. In that connection, we specifically confirm that:
  - a) The School District’s accounting policies, and the practices and methods followed in applying them, are appropriate and are as disclosed in the financial statements.
  - b) There have been no changes during the period audited in the School District’s accounting policies and practices.
  - c) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 7) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 8) The following, where they exist, have been appropriately disclosed to you and accounted for and/or disclosed in the financial statements in accordance with the requirements of US GAAP:
  - a) The identity of all related parties and related party relationships and transactions including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.

- b) Guarantees, whether written or oral, under which the District is contingently liable, if any.
  - c) The effects of all known actual or possible litigation, claims, and assessments that should be considered when preparing the financial statements.
- 9) We have evaluated events subsequent to the date of the financial statements through the date of this letter, and no such events have occurred which would require adjustment or disclosure in the financial statements. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- 10) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the School District's accounts.

#### **Information Provided**

- 11) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if applicable.
  - c) Additional information that you have requested from us for the purpose of the audit.
  - d) Unrestricted access to persons within the School District from whom you determined it necessary to obtain audit evidence.
  - e) Completeness and availability of all minutes of the meetings of the School District Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - f) All significant contracts and agreements.
  - g) All documents and records provided electronically are accurate and complete reproductions of the original documents and records.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. Based on our assessment, we did not identify any fraud risks that we believe would result in a material misstatement of the financial statements.
- 13) There are no deficiencies in the design or operation of internal control over financial reporting that are reasonably likely to adversely affect the District's ability to initiate, authorize, record, process, and report financial data reliably in accordance with US GAAP.
- 14) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
- a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.

### **Hosting Services**

- 17) We acknowledge that electronic portals used during the audit are only a method of transferring data and the data may be deleted by you at any time.
- 18) We are responsible for maintaining our financial and non-financial information, licensing and hosting of any applications, and downloading and retaining anything you uploaded to such portal in a timely manner.

### **Government—specific**

- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) The School District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources and fund balance or net position.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances/resolutions, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditure of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably with senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards. We also understand that as part of your audit, you prepared various adjusting journal entries, both on the fund and entity-wide level, and acknowledge that we have reviewed and approved those entries and accepted responsibility for them
- 27) The School District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The School District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.



- 29) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 30) The financial statements include all fiduciary activities required by GASB Statement No. 84.
- 31) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended, and GASB Statement No. 84.
- 32) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 34) Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) We agree with the findings of specialists in evaluating the other postemployment benefit obligation and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the specialist with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.
- 38) We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- 39) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 40) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 41) Deposits and investment securities are properly classified as to risk and are properly disclosed and valued.
- 42) Capital assets are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 43) Capital assets, including intangible assets, have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.
- 44) We have appropriately disclosed the School District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following GASB Statement No. 54, paragraph 18, to determine the fund balance classifications for financial reporting purposes.

- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) Tax abatement agreements have been properly disclosed in the notes to the financial statements, including the names of all governments involved, the gross amount and specific taxes abated, and additional commitments.
- 48) The School District has agreements that meet the definition of leases contained in GASB Statement No. 87, "Leases". However, the total value of the lease agreements for the year ended June 30, 2022 was deemed immaterial, therefore, the related amounts and disclosures have been excluded from these financial statements.
- 49) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"), including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - c) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - d) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
  - e) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control system through the date of this letter that might significantly affect internal control.
  - f) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
  - g) We have received no requests from a federal agency to audit one or more specific programs as a major program.
  - h) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.
  - i) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

- j) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- k) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR Part 200, Subpart E).
- l) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- n) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- p) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditors' report.
- q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- r) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- s) We have charged costs to federal awards in accordance with applicable cost principles.
- t) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- u) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- v) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signature: \_\_\_\_\_

Title: Superintendent  
Kenneth Slentz

Signature: \_\_\_\_\_

Title: Assistant Superintendent  
Ron Clamser, Jr., Ed.D.

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## Appendix 3

### About PKF O'Connor Davies, LLP



## FIRM OVERVIEW

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Founded in 1891, PKF O'Connor Davies has evolved from an accounting firm to a corps of high-caliber professionals that delivers to a global and growing client base a complete range of audit, tax and advisory services as well as insights and expertise at the highest level. As our business has grown, our commitment to active value creation has allowed us to connect our clients to sound business advice, key players and resources across diverse industries.

### An Acknowledged Global Leader

Not only are we one of the nation's most rapidly growing accounting and advisory firms, we are also the lead North American firm in the growing PKF global network of independent accounting and advisory firms. This enables us to provide clients with preferred access to top-tier experts and firms in over 400 locations, in 150 countries around the world. It also establishes us as the primary referral point for international businesses with needs in North America, an advantage for our domestic clients seeking connections outside the U.S.

### Active Partner Involvement Dedicated Engagement Teams

We have built strong relationships with our clients by being proactive, thorough and efficient. Firm partners are involved in the day-to-day management of engagements, ensuring a high degree of client service and cost effectiveness. Multi-disciplinary teams ensure solutions are customized to address specific needs and integrated for greater efficiency.

### A Higher Standard: Beyond Passive Value Calculation to Active Value Creation

Our focus on value has driven our growth, propelling PKF O'Connor Davies to the Top 26 on *Accounting Today's* 2022 "Top 100 Firms" list and gaining us acclaim as one of the country's fastest-growing firms. With unmatched client focus, we unlock genuine value hidden at key connection points in every engagement within regional, national and international arenas. Through these connections, our team of specialists continually drives efficiencies, uncovers opportunities and manages risk – delivering value where others can't.

## Industry Recognition

- **Ranked 26 of "2022's Top 100 Firms"**  
– *Accounting Today*, 2022
- **Ranked 6 of the "Top Firms in the Mid-Atlantic"**  
– *Accounting Today*, 2022
- **"America's Best Tax and Accounting Firms"**  
– *Forbes*, 2022
- **"Best Business Consulting Firm for Family Offices"**  
– *Private Asset Management Awards*, 2022
- **"Best Accountancy Advisor"**  
– *Family Wealth Report Awards*, 2022
- **"Best Family Office Management Consultancy"**  
– *Family Wealth Report Awards*, 2022
- **"Best Accounting Firms to Work For"**  
– *Accounting Today*, 2021
- **"Best Places to Work in New Jersey"**  
– *NJBIZ*, 2021
- **Ranked #2 "Best Accounting Internship"**  
– *Vault*, 2021
- **Ranked 15 of the 50 "Best Accounting Employers to Work for in North America"**  
– *Vault*, 2022

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## Agility, Responsiveness and Recognition

Since our founding, PKF O'Connor Davies has maintained its commitment to gaining a deep understanding of each client's operations and financial history in order to help meet their every challenge and objective. We fulfill this mission by providing resources that match those of larger firms in scope – but with the agility only a mid-sized firm such as ours can demonstrate...and yet, we still rank among them. Our services include:

### Accounting and Assurance Services

- Accounting Outsourcing
- Agreed-Upon Procedures (AUPs)
- Audits, Reviews and Compilations
- Elite Accounting Services
- Employee Benefit Plans
- Endowment Fund Accounting
- International Financial Reporting Standards (IFRS)
- IT Audit & Cybersecurity Reviews
- Public Company Accounting Oversight Board (PCAOB)
- Public Sector Audits & Compliance

### International Services

- China Desk
- General Data Protection Regulation (GDPR)
- German Desk
- Transfer Pricing

### Investment Banking Services

- Acquisition Advisory
- Exit Readiness and Transaction Planning
- Sell-Side Advisory

### Tax Compliance and Planning Services

- Employee Benefit Planning & Tax Compliance
- International Tax Services
- IRS Representation & Tax Controversies
- Personal Financial Planning
- Private Foundation Services
- State and Local Tax (SALT)
- Tax Compliance & Reporting
- Tax Research and Strategic Planning
- Tax-Exempt Organizations
- Trust and Estate Planning

### Advisory Services

- Bankruptcy & Restructuring
- Cybersecurity & Privacy Advisory Services
- Dark Web Monitoring Services
- Digital Forensic Services
- Family Advisory Services
- Forensic, Litigation and Valuation Services
- Matrimonial Services
- Management Advisory Services
- PPP Loan Forgiveness Services
- Risk Advisory Services
- Specialty Industry Advisory Services
  - Business Solutions
  - Employee Benefit Plan Services
  - Healthcare Advisory Services
  - Hospitality Advisory Services
  - Medical and Dental Advisory Services
  - Public Sector Advisory Services
- Transaction & Financial Advisory Services
- Virtual Chief Information Security Officer Services
- Wealth Services

### Family Office Services

- Accounting & Reporting
- Advisory
- Charitable Giving
- Family Advisory Services
- Investment Monitoring & Oversight
- Lifestyle Support
- Personal Financial Management
- Tax Planning
- Wealth Planning



Bethesda, MD | Boston, MA | Cranford, NJ | Harrison, NY | Hauppauge, NY | Middletown, NY |  
Mumbai, India | New York, NY | Newburgh, NY (Two Locations) | Palm Beach Gardens, FL |  
Poughkeepsie, NY | Providence, RI | Shelton, CT | Stamford, CT | Wethersfield, CT | Woburn, MA |  
Woodcliff Lake, NJ

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