



**EXTRACLASSROOM ACTIVITY FUNDS  
MANAGEMENT COMMENT LETTER**

Board of Education  
Cayuga-Onondaga BOCES  
Auburn, New York

In planning and performing our audit of the financial statements of the Extraclassroom Activity Funds of Cayuga-Onondaga BOCES (BOCES) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered BOCES' 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 BOCES' internal control. Accordingly, we do not express an opinion on the effectiveness of BOCES' 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. 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 September 22, 2022 on the financial statements of the Extraclassroom Activity Funds of the Cayuga-Onondaga BOCES.

## **Prior and Current Year Finding**

### Student Ledgers

#### Finding:

During the current year audit, ledgers were not maintained by students for the entire year. 2 of 3 Student Ledgers were completed through the end of March and 1 of 3 was completed through the beginning of June. Therefore, student ledgers ending balances did not match the general ledger maintained by the Central Treasurer. We would like to note that this is an improvement from the prior year, as no student ledgers were prepared at all.

#### Recommendation:

We recommend that the students maintain their own ledgers and update them on a monthly basis through the end of school.

### Student Minutes

#### Finding:

During the current year audit, 1 of 3 clubs did not prepare student minutes. Therefore, there were not minutes verifying approval of disbursements by students.

#### Recommendation:

We recommend that students record and maintain meeting minutes that show approval of disbursements and fundraisers.

## **Prior Year Finding Resolved**

### Cash Receipts - Untimely Deposits

#### Finding:

During the prior year audit, 1 of the 5 receipts tested was not deposited to the Central Treasurer in a timely manner.

#### Resolution:

During the current year audit, of the 5 receipts tested, checks and cash were deposited to the Central Treasurer within a timely manner of being received by Student Treasurers and Advisors.

Cayuga-Onondaga BOCES

September 22, 2022

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

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

Respectfully submitted,

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

Insero & Co. CPAs, LLP  
Certified Public Accountants

Ithaca, New York  
September 22, 2022