



Business Administrator
Kristopher Williamson
1 Valley View Drive
Cortland, NY 13045
(v) 607.758.4100 (f) 607.758.4109
kwilliamson@cortlandschools.org

To: Robert Edwards, Superintendent
From: Kristopher Williamson, Business Administrator
Date: Monday, January 9, 2023
Subject: CAP for June 30. 2022 External Audit Report, Revised

As part of the District's June 30, 2022 external audit, our auditors, Mengel, Metzger, Barr & Co. LLP, reviewed our internal controls over financial reporting. During their review, the following immaterial deficiencies in our internal controls were noted. Below is our response to their findings.

School Lunch Fund:

Finding: The balance of the School Lunch Fund on June 30, 2022 was in excess of three months of average expenditures. Federal Regulation #7CFR Part 210.15 recommends that fund balance should not exceed three months of average expenditures.

Response: The School Lunch Fund balance will continue to be monitored throughout the year. Consideration will be given to the excessive rises in costs when considering use of the available funds.

Person Responsible: Francis Zaryski, Director of Food Services
Date Completed: Before June 30, 2023

Capital Bus Purchase:

Finding: The district overspent the voter approved amount for the bus purchase in the 2021-22 fiscal year.

Response: The district received a lower trade-in value for each bus than anticipated, creating an additional cost for purchasing these new buses. The district will work with the vendor to ensure that trade-in values are honored and to ensure that the cost does not exceed the voter approved amount.

Persons Responsible: Kristopher Williamson, Business Administrator
Date Completed: Before June 30, 2023

Year-End Audit Adjustments:

Finding: After the commencement of the audit, several year-end audit adjustments needed to be made which affected receivables, liabilities, and corresponding fund balance.

Response: During the last months of the fiscal year, the Business Administrator and the District Treasurer will regularly monitor for any adjustments that need to be made before the audit commences.

Persons Responsible: Kristopher Williamson, Business Administrator
Brayden Bushnell, District Treasurer
Date Completed: June 30, 2023



Business Administrator
Kristopher Williamson
1 Valley View Drive
Cortland, NY 13045
(v) 607.758.4100 (f) 607.758.4109
kwilliamson@cortlandschools.org

There were two other items to note from the audit report. These other items were not found to be deficiencies in internal control, but are items the auditors would like the District to continually address. Below is our response to these other items.

Cyber Risk Management:

Finding: Reminder about cyber threats that face public entities. It is recommended that District continues to document its cyber risk assessment process.

Response: The District has a risk-assessment audit performed annually. The District plans to continuously monitor cyber threats and update the process as appropriate based on current understanding of cyber security risks.

Persons Responsible: Kristopher Williamson, Business Administrator
Denise Fox, Director of Information Technology

Date Completed: June 30, 2023

Federal Programs:

Finding: With recent federal program changes, it is recommended that the District update its procedure manual for managing federal grants.

Response: The current procedure manual for managing federal grants will be reviewed and updated by the Business Administrator in conjunction with all federal program coordinators.

Person Responsible: Kristopher Williamson, Business Administrator

Date Completed: June 30, 2023

Sincerely,

A handwritten signature in black ink that reads 'Kris William'.

Kristopher Williamson
Business Administrator

cc: Board of Education
Alicia Zupancic, District Clerk
Francis Zaryski, Director of Food Services
Brayden Bushnell, Treasurer
Denise Fox, Director of Instructional Technology