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September 24, 2019

To the Board of Education and Management  
Roslyn Union Free School District  
Roslyn, New York

In planning and performing our audit of the financial statements of the Roslyn Union Free School District (District) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

During our audit, we noted certain opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions concerning those matters. This letter does not affect our report dated September 24, 2019, on the financial statements of the Roslyn Union Free School District.

We have discussed these comments and suggestions with various District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of the Board of Education, Audit Committee, management, others you deem appropriate within the District, and any governmental authorities you need to share this information with. It is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Cullen & Danowski, LLP*

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**STATUS OF PRIOR YEAR'S COMMENTS**

**Extraclassroom Activity Funds**

The extraclassroom activity funds are the depository of student money. The New York State Education Department publishes the *Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds*. These guidelines recommend procedures for organizing these activities, controlling receipts and disbursements, as well as recording and reporting transactions.

- During our prior year audit and our current year audit, we noted that the same District staff persons are involved in depositing funds, recording cash receipts and reconciling the bank account.

We recommend that the District consider separating the functions of handling the financial transactions, recording the financial transactions and reconciling bank accounts among more than one staff person.

- During our prior year audit and our current year audit, in the sample of transactions we tested, some cash receipts were not timely deposited.

We recommend that, even though receipts prior to deposit are safeguarded, that the District attempt to make deposits on a more timely basis.

**Capital Assets**

The District has adopted a capital policy. In accordance, the District's capital assets inventory records reflect assets that are capitalized at \$500 for insurance purposes and \$5,000 for financial reporting (GASB 34) purposes. The records are currently maintained on the new third-party Asset Management Platform System.

During our prior year audit, we noted that the District contracted with a third-party capital asset management company for purposes of conducting a district-wide capital asset inventory, and establishing the capital asset inventory records. The physical inventory was performed in April 2018. Unfortunately, the capital asset inventory reports received by the District in August revealed that the capital asset information was not complete and that misclassifications and errors existed. After the District spent a great deal of time trying to reconcile the records from the new capital asset inventory report to the Real Asset Management International System (RAMI) records, it was determined that the information from the new records would not be sufficient to allow for a complete audit of the capital assets. The District subsequently updated the inventory records in RAMI for the year.

During our current year audit, we noted that the District successfully migrated capital assets records to the capital asset AssetWorks Asset Management Platform System. The inventory records were subsequently reconciled and updated for additions and disposals.

We now consider this comment closed.

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