



Holley Central School District

*Brian Bartalo, Superintendent of Schools, bbartalo@holleycsd.org
Sharon M. Zacher, Asst. Superintendent for Business, szacher@holleycsd.org*

February 10, 2021

On October 15, 2020, the District received its management letter from the audit ending June 30, 2020. Within this letter, there are suggested corrective actions that the District may consider. Listed below are the open recommendations and the District's response.

Current Year Control Deficiency in Internal Control:

Quotations-During our examination of quoting and bidding procedures, we noted two instances where purchases were over the threshold requiring three written quotes, however, no quotes appear to have been obtained. We recommend every effort continue to be made to obtain the required by the District's procurement policy.

District Response-As of October 15, 2020, the District will be more cognizant of the purchases and quote requirements.

Other Items: The following items are not considered to be deficiencies in internal control; however, MMB considers them other items which they would like communicate.

Cyber Risk Management-The District's IT personnel routinely assesses cyber risk as part of their normal operating procedures. We recommend the District continue to document their cyber risk process in writing which should include the risk assessment process, the frequency of the risk assessment, how findings are to be communicated to the appropriate level of management, and how the process will be monitored.

District Response-The District will work on documenting processes for cyber risk through the assistance of our Monroe 1 BOCES Technical Service during the 2020-2021 school year.

GASB Statement No. 84-During this next fiscal year the District will be required to implement GASB Statement No. 84 which will modify the financial reporting for the Agency Funds. This will require a review of the various accounts currently reported in the Agency Funds along with the extraclassroom activity policy and procedures in order to determine where to report the District's extraclassroom activity funds, scholarships, and other Agency activity.

District Response-The District will be meeting with the auditors to determine best course of accounting of these funds by the end of the 2020-21 school year.

If there are any other questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Sharon Zacher". The signature is written in a cursive style with a large, looped 'S' at the beginning.

Sharon Zacher
Assistant Superintendent for Business
Holley Central School District