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September 27, 2019

To the Board of Education
Syosset Central School District
Syosset, New York

Dear Members of the Board:

In planning and performing our audit of the financial statements of the Syosset Central 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. This letter does not affect our report dated September 27, 2019, on the financial statements of the Syosset Central School District.

We will review the status of these comments during our next audit engagement. We have already discussed many of 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

Food Service Fund Balance

The District's food service program serves meals to students and District employees. Except for free and reduced priced meals that are served to eligible students, meals are sold at a set price. Federal Regulation, 7CFR Part 210.14b, limits the net cash resources within the food service fund to an amount that does not exceed three months average expenditures.

During our previous years' audits, we noted that the food service fund's fund balance was in excess of three month's average expenditures.

During our current year audit, we noted that the food service fund's fund balance includes \$370,010 of encumbrances related to equipment purchases, and therefore the remaining fund balance was within the three month's average expenditures and in compliance with Federal Regulation, 7CFR Part 210.14b.

Extraclassroom Activity Funds

The extraclassroom activity funds are the depository of student money. The New York State Education Department (SED) 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, we noted that:

- There were three clubs that ended the year with a negative balance.

During our current year audit, we noted that:

- There were no clubs with negative balances.
- Some of the student activity fund deposit forms supporting the cash receipts in our sample tested were not signed by the central treasurer.

We recommend that the District central treasurer determine the documented support on the student activity fund deposit form.
