

To Management and the Board of School Directors  
West Perry School District  
Elliottsburg, Pennsylvania

In planning and performing our audit of the financial statements of West Perry School District (the District) 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 the District's 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 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might constitute material weaknesses or significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and material weaknesses.

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 deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a 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. We consider the following deficiency in the District's internal control to be a material weakness:

### **Closing Adjustments - All Funds**

#### Condition

The District should have established procedures to identify any significant adjustments necessary to their financial statements, including the posting of all adjustments necessary to present financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). During our audit, adjustments were made to the District's records based on the result of our procedures. There were both auditor identified adjusting entries and management identified adjusting entries posted subsequent to receiving trial balances to begin the audit. Management does approve all adjustments and reviews and accepts the financial statements prior to their final issuance.

### Recommendation

The District should review and revise, where necessary, its year-end closing procedures to proactively address these adjustments in the future. Closing procedures should include a review of revenue, expenditures and balance sheet accounts for completeness and accuracy. Any necessary reconciliations should be maintained as part of the District's accounting records. The closing adjustments should be posted to the District's accounts prior to the start of audit fieldwork.

During our audit, we also became aware of certain deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses. The following are comments and suggestions with respect to matters that came to our attention in connection with our audit of the financial statements. These items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving the District's practices and procedures.

### **General Ledger Accounting - Private Purpose Trust Fund**

#### Condition

The detail maintained in a general ledger accounting system is integral to financial reporting and day to day oversight of the District. During our audit, we noted that the District does not maintain the accounting records for the Private Purpose Trust Fund in its general ledger accounting software. We were able to obtain the detail through supplemental records.

#### Recommendation

The District should include all activity in its general ledger accounting system. By including these funds, the District can obtain more timely and complete information for financial reporting.

### **Purchase Order and Requisition Policy**

#### Condition

Utilization of a purchase order and requisition policy is an integral part of internal control and necessary to prevent circumvention of the disbursement process. District personnel have not always adhered to the established policy and procedures. For purposes of expedience or other reasons, some steps in the process have not been followed.

#### Recommendation

The District should review the purchase order and requisition policy and necessary procedures with all relevant employees. Adhering to the policy and procedures will provide for control of disbursements, mitigate errors and offer better information.

Management's response to the internal control deficiency identified in our audit was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management and the Board of School Directors and is not intended to be, and should not be, used by anyone other than these specified parties.



Camp Hill, Pennsylvania  
February 10, 2023

Board of School Directors  
West Perry School District  
Elliottsburg, Pennsylvania

This letter is to inform the Board of School Directors of West Perry School District (the District) about significant matters related to the conduct of our audit as of and for the year ended June 30, 2022, so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

### **Our Responsibilities With Regard to the Financial Statement Audit**

Our responsibility under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated August 22, 2022. The audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication regarding the planned scope and timing of our audit and identified significant risks.

### **Significant Accounting Practices, Including Policies, Estimates and Disclosures**

The following identifies the qualitative aspects of significant accounting practices, including accounting policies, accounting estimates and financial statement disclosures which you may wish to monitor as part of your oversight responsibilities of the financial reporting process:

#### *Preferability of Accounting Policies and Practices*

Under accounting principles generally accepted in the United States of America, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practices.

## **Significant Accounting Practices, Including Policies, Estimates and Disclosures (Continued)**

### *Adoption of, or Change in, Accounting Policies*

The Board of School Directors and management have the ultimate responsibility for the appropriateness of the accounting policies used by the District. The significant accounting policies used by the District are described in Note 1 to the financial statements.

The application of existing policies was not changed during the year. We did not discuss with management any alternative treatments within accounting principles generally accepted in the United States of America for accounting policies and practices related to material items during the current audit period.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgments. The process used by management encompasses its knowledge and experience about past and current events and certain assumptions about future events. Management has informed us that it used all relevant facts available to it at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit.

Estimates significant to the financial statements include:

- Net pension liability and related deferred outflows and inflows of resources
- Other Post-Employment Benefits liabilities and related deferred outflows and inflows of resources
- Amount available for accrued medical, prescription drug and dental claims

Management's estimate of these items is based on current and historical information available to management and, in some instances, involved actuarial calculations. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to:

- Deposits and investments
- Capital assets
- Long-term obligations
- Defined-benefit pension plan
- Other post-employment benefits
- Risk management

The financial statement disclosures are objective, consistent and clear.

## **Significant Accounting Practices, Including Policies, Estimates and Disclosures (Continued)**

### *Required Supplementary Information and Supplementary Information*

With respect to required supplementary information and supplementary information, accompanying the financial statements we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the required supplementary information and supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### *Significant or Unusual Transactions*

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Audit Adjustments**

There were audit adjustments made to the original trial balances that were presented to us to begin our audit. Additionally, adjustments were made for the conversion to full accrual financial reporting. We proposed and management agreed to and recorded the material audit adjustments.

### **Uncorrected Misstatements**

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

### **Internal Control Matters and Compliance Findings**

We have separately communicated in a reporting package dated February 10, 2023, any significant deficiencies and material weaknesses in internal control over financial reporting and when applicable, major programs identified during our audit of the financial statements and when applicable, major programs, as required by *Government Auditing Standards* and when applicable, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance).

### **Other Information in Documents Containing Audited Financial Statements**

We are not aware of any other documents that contain the audited financial statements. If such documents were to be published, we would have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the District.

### **Disagreements with Management**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

### **Consultations with Other Accountants**

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

### **Significant Issues Discussed with Management**

No significant issues arising from the audit were discussed with or were the subject of correspondence with management.

### **Significant Difficulties Encountered in Performing the Audit**

We did not encounter any difficulties in dealing with management during the audit.


### **Significant Written Communication Between Management and Our Firm**

We have requested certain representations from management that are included in the management representation letter dated February 10, 2023.

### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to West Perry School District.

This report is intended solely for the information and use of the Board of School Directors and management of West Perry School District and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Boyer & Ritter". The signature is written in black ink and is positioned in the center of the page.

Camp Hill, Pennsylvania  
February 10, 2023