



Proven Expertise & Integrity

January 21, 2025

Board of Directors
Burlington School District
150 Colchester Avenue
Burlington, Vermont 05401

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Burlington School District as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the Burlington School District's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Burlington School District's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating efficiencies of the Burlington School District. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Board of Directors, management and others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2024, where we expressed an unmodified opinion on our independent auditor's report dated January 21, 2025.

Student Activity Accounts (Repeat Comment):

While performing the audit for the above-mentioned fiscal year, we noted that Student Activity Accounts are not recorded on the District's main financial software. We recommend that all account activity is posted in a timely manner to the District's main financial software to help avoid material misstatements in the financial statements.

Student Activity Cash Receipts:

While performing the audit for the above-mentioned fiscal year, we noted that Burlington High School, Burlington Tech Center, Edmunds Middle School, Champlain Elementary School, Edmunds Elementary School and the Sustainability Academy's deposits are not taken to the bank in a timely manner. We recommend that deposits are taken to the bank on a frequent basis but should not be held for more than one week before being deposited into the bank to ensure proper cash handling procedures.

While performing the audit for the above-mentioned fiscal year, we noted that Edmunds Middle School, Hunt Middle School, J.J. Flynn Elementary School, Integrated Arts Academy, and C.P. Smith Academy could not provide supporting documentation for cash receipts/deposits. We recommend that supporting documentation is kept for all cash receipts/deposits and filed with the deposit slips.

Student Activity Cash Disbursements:

While performing the audit for the above-mentioned fiscal year, we noted the following in the Student Activity Accounts: Supporting documentation could not be located for some disbursements that were selected for testing, internal approval process should be more clearly stated and followed, i.e. prepare requisition sheet for all Student Activity Account purchases, obtain approval of requisition sheet prior to making purchase, make purchase, obtain approval of invoice prior to submitting for payment, etc., and ensure sufficient supporting documentation accompanies all invoices submitted for payment, i.e. monthly statements, emails, handwritten notes, etc. are considered incomplete documentation.

Policies/Procedures:

While performing the audit for the above-mentioned fiscal year, we noted that the District's policies and procedures are old or outdated. We recommend reviewing policies and procedures and updating as necessary to ensure compliance with all applicable statutes and regulations. District management and the Board of Directors are currently working on updating policies and procedures at every monthly meeting.

Cash Receipting:

While performing the audit for the above-mentioned fiscal year, we noted that deposits are not taken to the bank in a timely manner. We recommend that deposits are taken to the bank on a frequent basis but should not be held for more than one week before being deposited into the bank to ensure proper cash handling procedures.

We would like to thank Nathan, Katie and all of the staff at the Burlington School District for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

A handwritten signature in black ink that reads "RHR Smith & Company". The letters are cursive and fluid, with the "R" and "H" being particularly prominent.

RHR Smith & Company, CPAs