

THE BOARD OF EDUCATION OF  
WORCESTER COUNTY

AUDIT COMMUNICATIONS

June 30, 2021

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I. COMMUNICATIONS WITH THOSE CHARGED WITH GOVERNANCE

Herbert J. Geary III  
Roy J. Geiser  
Chris A. Hall  
Ronald W. Hickman  
Mark A. Welsh



September 29, 2021

To the Board of Directors  
The Board of Education of Worcester County

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Board of Education of Worcester County for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 16, 2021. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Board of Education of Worcester County are described in Note 1 to the financial statements. As described in Note 9, the Board adopted new accounting guidance from the Government Accounting Standards Board (GASB) Statement No. 84, Fiduciary activities during fiscal year 2021. We noted no transactions entered into by The Board of Education of Worcester County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of depreciation expense is based upon the estimated useful life of the assets. We evaluated the key factors and assumptions used to develop depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net OPEB liability is based on an actuarial study performed by a third party. We evaluated the key factors and assumptions used to develop the net OPEB liability and annual OPEB expense in determining that it is reasonable in relationship to the financial statements taken as a whole.

Management's estimate of the net pension liability is based upon an actuarial study performed by a third party. We evaluated the key factors and assumptions used to develop the pension liability and pension expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of pension plans in Note 4 to the financial statements describes the Board's pension plans, pension liabilities, pension expense, deferred outflows of resources, and deferred inflows of resources related to pensions as well as the significant assumptions used in the actuarial valuation.

The disclosure of post-employment health care benefits in Note 7 to the financial statements describes the Board's defined benefit healthcare plan, net OPEB liability, OPEB expense, deferred outflows of resources, and deferred inflows of resources related to other post-employment benefits as well as the significant assumptions used in the actuarial valuation.

The financial statement disclosures are neutral, consistent, and clear.

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

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 29, 2021.



### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to The Board of Education of Worcester County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as The Board of Education of Worcester County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

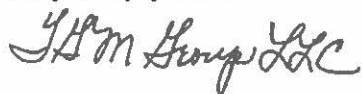
We applied certain limited procedures to the Required Supplementary Information, as listed in the table of contents, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, as listed in the table of contents, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that 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 supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

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

Very truly yours,



TGM Group LLC

## II. ON THE HORIZON

## Recently Issued GASB Pronouncements

The following recently issued governmental accounting standard may have a material impact on the Board's financial statements in the near future. We would be happy to further discuss these items with members of the Board and management at their convenience.

### Governmental Accounting Standards Board Statement No. 87, Leases

In June 2017, GASB issued Statement No. 87, *Leases*. The requirements for this statement are effective for reporting periods beginning after June 15, 2021. The objective of this Statement is to improve financial reporting for leases. This Statement increases the usefulness of governmental entity financial statements by requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governmental entity leasing activities.

For lessees, the liability will be reduced as payments are made and the asset will be amortized over the shorter of the lease term or the useful life of the underlying asset. The notes to the financial statements for lessees will need to include a description of the leasing arrangements, the amount of the lease assets recognized, and a schedule of future lease payments. For lessors, the lease receivable will be reduced and an inflow of resources (revenue) from the deferred inflow of resources recognized in a systematic and rational manner over the term of the lease. The notes to the financial statements for lessors should include a description of leasing arrangements and the total amount of inflows of resources recognized from leases.

At the beginning of the period of implementation, leases should be recognized and measured using the facts and circumstances that exist at that time. Short-term leases with contracts of 12 months or less, including options to extend, are excluded.



### III. COMMENTS AND RECOMMENDATIONS

Herbert J. Geary III  
Roy J. Geiser  
Chris A. Hall  
Ronald W. Hickman  
Mark A. Welsh



September 29, 2021

The Board of Education of Worcester County  
Newark, Maryland

In planning and performing our audit of the financial statements of the Board of Education of Worcester County for the year ended June 30, 2021, we considered the Board's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

During our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. We previously reported on the Board's internal control in our report dated September 30, 2021. This letter does not affect our report dated September 30, 2021 on the financial statements of the Board of Education of Worcester County.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with Board 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 in implementing the recommendations.

We wish to thank the employees of the Board of Education of Worcester County for the assistance and cooperation provided us during our engagement.

Sincerely,

A handwritten signature in black ink that reads 'TGM Group LLC'. The signature is written in a cursive, stylized font.

Salisbury, Maryland

## **CURRENT YEAR COMMENTS**

### **Review of School Activity Funds**

The Board has designated accounting personnel to monitor financial activity at each individual school. Due to limited segregation of duties at the schools, internal controls can be supplemented by having an independent person review bank statements and fund reports each month. We continue to encourage the Board to monitor and review the financial activity at the schools as frequently as possible.

#### **Cash Receipts**

TGM noted for a few schools, the Funds Collection Log was not being used for all funds. Per the Board's school accounting manual, a Funds Collection Log must be completed by all staff collecting funds, and must be attached to the deposit slip as supporting documentation. In addition, we noted that some Funds Collection Logs were not reviewed and approved. Schools should ensure that all deposits are reviewed and approved.

In some instances, cash receipts are being held and being deposited later in a lump deposit. Timely deposits need to be made in these instances in order to ensure that minimal amounts of funds are left undeposited.

#### **Cash Disbursements**

During our sample cash disbursement testing, we noted several cases where the checks were printed prior to the principal approval of the check request. In addition, we found where some checks were issued with only one signature.

Schools should ensure all checks written have proper approval/actual signature and date from the principal and the appropriate signatures on the check.

#### **EFT Request Forms**

For one school, three of the twelve monthly EFT request forms were missing the bookkeeper's signature. It is recommended that the bookkeeper review and sign all EFT request forms prior to submitting to the Board.

#### **Square/Venmo Funds Collections**

TGM noted several schools using Square and/or Venmo to collect payments electronically. TGM noted there was no formal policy in the Board's school accounting manual regarding processes for electronic fund collections. It is recommended that management create a formal policy around these fund collections.

#### **Other Areas**

We have also shared some other minor recommendations for the schools involving bookkeeping matters. The Board's management will discuss these with the individual bookkeepers in the near future.