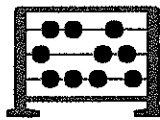


# Cooper Arias, LLP

Accounting & Accountability



September 26, 2019

To the Board of Education of the  
Peekskill City School District  
1031 Elm St.  
Peekskill, New York 10566

In planning and performing our audit of the financial statements of the Peekskill City School 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 Peekskill City School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements in accordance with *Government Auditing Standards* and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, 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.

The management of the Peekskill City School District is responsible for establishing and maintaining an internal control structure. An internal control system consists of five elements: the control environment, risk assessment, information and communication, monitoring, and control activities. Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, during our audit, we noted certain matters involving the internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated September 26, 2019 on the financial statements of the Peekskill City School District. Certain matters involving the internal control structure and its operation, of a more routine nature, have been discussed with the appropriate administrative personnel. Our comments are summarized as follows:

## PREVIOUS RECOMMENDATIONS

During our review of the District's extraclassroom activities we noted that the Middle School clubs are not preparing profit and loss reports at the conclusion of fundraising activities. We had no findings related to the High School profit and loss reports. A profit and loss report should be completed and kept with the accounting records at the conclusion of all fundraising activities.

**District's Response** – All advisors are trained annually in the proper handling and safeguarding of extraclassroom accounts. A portfolio is prepared and given to each advisor with all necessary forms for the accounting functions for their respective clubs. The portfolio also includes the profit and loss statement template to be utilized for each fundraiser. Additional training will be held with central treasurers to reinforce this process. Central treasurers will work with their advisors and inform them about the valuable learning tool the profit and loss statement provides to our students and advisor.

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The District has addressed our other previous recommendations.

We would like to thank the staff that assisted us during our examination and provided us with all the necessary records.

Very truly yours,

A handwritten signature in cursive script that reads "Cooper Arias LLP". The signature is written in dark ink and is positioned above a horizontal line.

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COOPER ARIAS, LLP