



*Proven Expertise & Integrity*

October 25, 2022

School Board  
Hartford School District  
73 Highland Avenue  
White River Junction, Vermont 05001

### **MANAGEMENT LETTER**

In planning and performing our audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Hartford School District, accepted in the United States of America, we considered the 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 Hartford 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 Hartford 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 School Board, management and others within the entity, 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, 2022, we expressed an unmodified opinion on our independent auditor's report dated December 21, 2022

**Student Activities:**

While performing the audit for the above-mentioned fiscal year, we noted that deposits are not deposited to the financial institution of the District within a consistent time frame to help reduce security risks to those funds. We recommend that management review and revise its procedures concerning how long deposits remain on site at the District to help reduce the risk of fraud and to help ensure accuracy and completeness of transactions in the correct reporting period. We also recommend that management consider any and all applicable federal/state statutes and regulations concerning this timeline to help ensure compliance with all applicable regulatory requirements.

While performing the audit for the above-mentioned fiscal year, we noted that the District could not provide some documentation to substantiate all disbursements made from its financial institution. We recommend that management review and revise its procedures to require that documentation be on file to substantiate all disbursements made from its financial institution in compliance with generally accepted accounting principles (GAAP), to help ensure that all transactions are properly recorded, to help reduce the risk of loss and to help avoid material misstatements in the financial statements.

We would like to thank Jake and the entire staff Hartford 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 signature is written in a cursive, flowing style.

RHR Smith & Company, CPAs