

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

To Management and the Honorable School Committee  
King Philip School District  
Norfolk, Massachusetts

In planning and performing our audit of the financial statements of the King Philip Regional School District (the District) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal accounting 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, 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.

As a result of our engagement, in addition to our Independent Auditor's Report on the District's financial statements for the year ended June 30, 2020 and Independent Auditor's Report in Accordance With Government Auditing Standards, February 26, 2021, we have the following additional comments and recommendations.

**PRIOR YEAR & CURRENT YEAR COMMENTS**

As part of our audit of the District's financial statements for the year ended June 30, 2019, we had several comments and recommendations which were detailed in our report dated December 18, 2019. The District adopted a fraud policy and investment policies. The District continues to evaluate other recommendations, and these have been incorporated with current year comments.

**CURRENT YEAR COMMENTS**

- We continue to recommend the District implement more formalized policies and procedures to review activity and associated balances reported in withholding and accrual accounts. Per our discussions with management, ongoing procedures are being continually evaluated to address this issue.
- We recommend the District formally reconcile revolving fund activity reported in the general ledger with underlying departmental activity (i.e. participants, enrollee, tuitions, user charges, etc.) to ensure activity (most specifically revenues) is accurate and consistent with expectations. Such reconciliation should be reviewed and maintained in the business office.
- We recommend the District adopt formal policies/procedures to address use of credit card. We recommend the District consult legal counsel as deemed necessary.
- We continue to recommend the District implement a formalized risk assessment program as an essential component of the ongoing review and implementation of internal control policies and procedures. All procedures, risk assessments and risk tolerance accepted should be formally documented. The District maintains a small office environment (limited personnel), accordingly, annual review (practical considerations, advantages, and disadvantages) is essential to ensure operational, compliance and financial reporting issues are addressed in a timely manner.
- Established policies and procedures should ensure centralization of all agreements (leases, contracts).
- All invoices (i.e. transportation late buses, athletics) be maintained on file and clearly reconciled (documented) with underlying contractual agreements.
- We recommend all student activity account receipts be furnished to the Treasurer as received for posting on a timely basis as incurred.

- Evaluate a formal agreement between the King Philip Music Association (KPMA, a separate nonprofit entity) and the District regarding expenditures (payment/reimbursement, etc.). The District should consult legal counsel as deemed appropriate.

We would like to acknowledge the courtesy and assistance extended to us by District management and personnel during our engagement. This communication is intended solely for the information and use of District management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Lynch Marini + ASSOCIATES, Inc*

Norwell, Massachusetts  
February 26, 2021