

Dr. John B. Gordon, III  
Superintendent of Schools  
Suffolk Public Schools  
Suffolk, Virginia

In planning and performing our audit of the Suffolk Public Schools' (the "Schools") Activity Funds' (the "Funds") Statement of Cash Receipts, Disbursements, and Balances (the "financial statement"), as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Funds' internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the Funds' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we noted a certain matter involving internal control and other operational matters that is presented for your consideration. This comment and recommendation, which has been discussed with the appropriate members of management, is intended to improve internal control and result in other operational efficiencies.

### **Lack of Segregation of Duties**

In general, there is a lack of segregation of duties over cash receipts and disbursements. The bookkeeper writes receipts, prepares the bank deposit, and posts the receipts to ledgers. The same bookkeeper also prepares checks, approves vouchers, and records the transactions. This lack of segregation of duties is typical of most elementary and secondary schools; however, as a compensating control, we recommend someone independent of the bookkeeper prepare the bank deposit and take it to the bank.

### **Purpose of this Report**

This communication is intended solely for the information and use of the School Board, Superintendent of Schools, Principals and a Funds' management, and is not intended to be, and should not be, used by anyone other than these specified parties.



Virginia Beach, Virginia  
November 21, 2022