



FEDERAL SINGLE AUDIT REPORT

June 30, 2011

**HUNTINGTON UNION FREE SCHOOL DISTRICT
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HUNTINGTON UNION FREE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2011

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Agency or Pass-through Number</u>	<u>Federal Expenditures</u>
<u>United States Department of Education</u>			
Passed Through New York State, Department of Education:			
Special Education Cluster			
Special Education Grants to States	84.027	0032-10-0906	\$ 4,583
Special Education Grants to States	84.027	0032-11-0906	1,095,018
Special Education Preschool Grants	84.173	0033-11-0906	50,210
ARRA - Special Education Grants to States	84.391	5032-10-0906	1,407
ARRA - Special Education Grants to States	84.391	5032-11-0906	567,447
ARRA - Special Education Preschool Grants	84.392	5033-10-0906	1,223
ARRA - Special Education Preschool Grants	84.392	5033-11-0906	27,801
Total Special Education Cluster			<u>1,747,689</u>
Title I, Part A Cluster			
Title I, Grants to Local Educational Agencies	84.010	0011-10-3074	5,358
Title I, Grants to Local Educational Agencies	84.010	0011-11-3074	18,780
Title I, Grants to Local Educational Agencies	84.010	0021-10-3080	24,389
Title I, Grants to Local Educational Agencies	84.010	0021-11-3080	512,514
ARRA - Title I, Grants to Local Educational Agencies	84.389	5021-10-3080	1,644
ARRA - Title I, Grants to Local Educational Agencies	84.389	5021-11-3080	127,418
			<u>690,103</u>
State Fiscal Stabilization Fund Cluster			
ARRA - State Fiscal Stabilization Fund - Education State Grants	84.394	5000-11-3080	814,904
ARRA - State Fiscal Stabilization Fund - Government Services	84.397	5425-10-0041	21,066
			<u>835,970</u>
ARRA- Education Jobs Fund	84.410	5400-11-3080	<u>682,071</u>
Safe and Drug Free Schools and Communities	84.186	0180-10-3080	5,953
Safe and Drug Free Schools and Communities	84.186	0180-11-3080	1,396
			<u>7,349</u>
Education for Homeless Children and Youth	84.196	0212-10-3080	2,593
Education for Homeless Children and Youth	84.196	0212-11-3080	15,291
Education for Homeless Children and Youth	84.196	0212-11-4004	22,403
			<u>40,287</u>
Education Technology State Grants	84.318	0292-11-3080	<u>49</u>

HUNTINGTON UNION FREE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)
For the Year Ended June 30, 2011

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Agency or Pass-through Number</u>	<u>Federal Expenditures</u>
English Language Acquisition Grants	84.365	0293-10-3080	26,069
English Language Acquisition Grants	84.365	0293-11-3080	99,805
			<u>125,874</u>
Improving Teacher Quality State Grants	84.367	0147-10-3080	33,668
Improving Teacher Quality State Grants	84.367	0147-11-3080	175,798
			<u>209,466</u>
Race to the Top	84.412	5500-11-3080	1,444
Total Department of Education			<u>4,340,302</u>
<u>United States Department of Agriculture</u>			
Passed Through New York State,			
Department of Education			
Child Nutrition Cluster			
Non-Cash Assistance (food distribution)			
National School Lunch Program	10.555	N/A	84,818
Cash Assistance			
School Breakfast Program	10.553	N/A	135,669
National School Lunch Program	10.555	N/A	675,007
Total Department of Agriculture			<u>895,494</u>
Total Federal Awards Expended			<u>\$ 5,235,796</u>

HUNTINGTON UNION FREE SCHOOL DISTRICT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2011

1. GENERAL

The accompanying schedule of expenditures of federal awards presents the activity of all federal award programs administered by the Huntington Union Free School District, which is described in Note 1 to the District's accompanying financial statements, using the modified accrual basis of accounting. Because the schedule presents only a selected portion of the operation of Huntington Union Free School District, it is not intended to and does not present the financial position and changes in financial position of the District. Federal awards that are included in the schedule may be received directly from federal agencies, as well as federal awards that are passed through other government agencies. The information is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Indirect costs may be included in the reported expenditures, to the extent that they are included in the federal financial reports used as the source for the data presented. Certain of the District's federal award programs may have been charged with indirect costs, based upon an established rate applied to overall expenditures. There is no other indirect cost allocation plan in effect.

Matching costs (the District's share of certain program costs) are not included in the reported expenditures.

The basis of accounting varies by federal program consistent with the underlying regulations pertaining to each program. Expenditures are recognized following cost principles contained in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity numbers are presented where available.

The amounts reported as federal expenditures were obtained from the federal financial reports for the applicable program and periods. The amounts reported in these reports are prepared from records maintained for each program, which are reconciled with the District's financial reporting system.

Non-monetary assistance is reported in the Schedule at the fair market value of commodities received and disbursed, which is provided by New York State.

2. SUBRECIPIENTS

No amounts were provided to subrecipients.

3. OTHER DISCLOSURES

No insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds has only a nominal value, and is covered by the District's casualty insurance policies.

There were no loans or loan guarantees outstanding at year end.

HUNTINGTON UNION FREE SCHOOL DISTRICT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended June 30, 2011

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

10-1. Compensation

Significant Deficiency

Special Education Cluster

Special Education Grants to States	CFDA No. 84.027
Special Education Preschool Grants	CFDA No. 84.173
ARRA – Special Education Grants to States	CFDA No. 84.391
ARRA – Special Education Preschool Grants	CFDA No. 84.392

Criteria: Salaries and wages charged to federal awards must be supported by documentation prescribed by Circular A-87.

Condition: The District prepares periodic certifications and personnel activity reports (PARs) or equivalent. However, there were instances in which PARs did not fulfill the requirements, as described in Circular A-87 paragraph 8h, to support salaries and wages charged to federal awards. In the sample of PARs we audited, some were not complete; others did not account for 100% of the employee's time and effort as required. The costs charged to these grants were supported by other documentation and support and did not result in questioned costs. However, the District still needs to comply with Circular A-87.

Recommendation: The District should prepare the appropriate documentation to support salaries and wages charged to federal awards in accordance with the requirements of Circular A-87. Procedures should be implemented to collect and review for accuracy the necessary documentation on a timely basis.

Current Status: The District made certain revisions to their records to capture this information. Nevertheless, the District is in the process of modifying the personnel activity reports to comply with all requirements.

REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM; AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133; AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

To the Board of Education
Huntington Union Free School District
Huntington Station, New York

Compliance

We have audited the Huntington Union Free School District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (*OMB*) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Huntington Union Free School District's major federal programs for the year ended June 30, 2011. The Huntington Union Free School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Huntington Union Free School District's management. Our responsibility is to express an opinion on the Huntington Union Free School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Huntington Union Free School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

In our opinion, the Huntington Union Free School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011. However, the results of our auditing procedures disclosed one instance of noncompliance with those requirements, which is required to be reported in accordance with OMB Circular A-133 and is described in the accompanying Schedule of Findings and Questioned Costs as item 10-1.

Internal Control Over Compliance

The management of the Huntington Union Free School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Huntington Union Free School District's internal control over compliance with requirements that could have a direct and material effect on a major federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Huntington Union Free School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified a certain deficiency in internal control over compliance that we consider to be a significant deficiency as described in the accompanying Schedule of Findings and Questioned Costs as item 10-1. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, each major fund and the fiduciary funds of the Huntington Union Free School District as of and for the year ended June 30, 2011, and have issued our report thereon dated October 17, 2011, which contained an unqualified opinion on those financial statements. Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise the Huntington Union Free School District's financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

The Huntington Union Free School District's responses to the findings identified in our audit are described in the accompanying Corrective Action Plan. We did not audit the Huntington Union Free School District's Corrective Action Plan and, accordingly, we express no opinion on it.

This report is intended solely for the use and information of the Board of Education, Audit Committee, management of Huntington Union Free School District, others you deem appropriate within the District, and any governmental authorities you need to share this with, as well as 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.

Cullen & Danowski, LLP

March 12, 2012

*(except as to schedule of expenditures of federal awards,
which is as of October 17, 2011)*

HUNTINGTON UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2011

1. SUMMARY OF AUDITOR'S RESULTS

- A. The auditor's report expresses an unqualified opinion on the financial statements.
- B. One significant deficiency in internal control was disclosed by the audit of the financial statements, which was not a material weakness.
- C. No instances of noncompliance material to the financial statements were disclosed during the audit.
- D. One significant deficiency in internal control over major programs was disclosed by the audit, which was not a material weakness.
- E. The auditor's report on compliance for the major programs expresses an unqualified opinion.
- F. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in Part 3 of this Schedule.
- G. The programs tested as major programs were:

Special Education Cluster	
Special Education Grants to States	CFDA No. 84.027
Special Education Preschool Grants	CFDA No. 84.173
ARRA – Special Education Grants to States	CFDA No. 84.391
ARRA – Special Education Preschool Grants	CFDA No. 84.392
Improving Teacher Quality State Grants	CFDA No. 84.367
State Fiscal Stabilization Fund Cluster	
ARRA - Education State Grants	CFDA No. 84.394
ARRA - Government Services	CFDA No. 84.397
ARRA – Education Jobs Fund	CFDA No. 84.410

- H. The dollar threshold used to distinguish between Type A and B programs was \$300,000.
- I. The Huntington Union Free School District qualified as a low-risk auditee.

2. FINANCIAL STATEMENTS FINDINGS

Significant Deficiency

07-1. Preparation of Financial Statements

Condition: The District's Business Office does not either prepare or exercise adequate control over the preparation of its annual financial statements, which would prevent or detect a misstatement

HUNTINGTON UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
For the Year Ended June 30, 2011

in the financial statements. However, the District does demonstrate an understanding of the financial statements.

Criteria: Internal controls should be in place that provide reasonable assurance that an individual from the District exercises responsibility over the preparation of the annual financial statements, which would prevent or detect a misstatement in the financial statements.

Effect: Because of the District's internal control design deficiency regarding the preparation of financial statements, there is more than a remote likelihood that a more than inconsequential but less than material misstatement will not be prevented or detected.

Recommendation: The District should review this issue and determine if an individual could exercise control over the preparation of its annual financial statements.

Management Response: The District is determining whether staff can be trained to exercise control over the preparation of the financial statements, or if the funds are available for outside support to complete this process.

3. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

10-1. Compensation

Significant Deficiency

Special Education Cluster

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Condition: The District prepares periodic certifications and personnel activity reports (PARs) or equivalent. However, there were instances in which PARs did not fulfill the requirements, as described in Circular A-87 paragraph 8h, to support salaries and wages charged to federal awards. In the sample of PARs we audited, some were not complete; others did not account for 100% of the employee's time and effort as required. The costs charged to these grants were supported by other documentation and support and did not result in questioned costs. However, the District still needs to comply with Circular A-87.

Cause: All employees were not aware that they had responsibility for preparing periodic certifications in the format, as described in Circular A-87 paragraph 8h, to support salaries charged to federal awards.

Effect: Noncompliance could result in being denied reimbursement of program expenditures or having to refund federal monies.

HUNTINGTON UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
For the Year Ended June 30, 2011

Recommendation: The District should prepare the appropriate documentation to support salaries and wages charged to federal awards in accordance with the requirements of Circular A-87. Procedures should be implemented to collect and review for accuracy the necessary documentation on a timely basis.

Management's Response: The District agrees with the finding and is developing additional procedures and training staff to ensure that employees are preparing the appropriate documentation to support salaries and wages charged to federal awards in accordance with the requirements of Circular A-87.

HUNTINGTON UNION FREE SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
For the Year Ended June 30, 2011

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

The Assistant Superintendent for Finance and Management Services will be responsible for resolving the following matter.

10-1. Compensation

Significant Deficiency

Special Education Cluster

Special Education Grants to States	CFDA No. 84.027
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Recommendation: The District should prepare the appropriate documentation to support salaries and wages charged to federal awards in accordance with the requirements of Circular A-87. Procedures should be implemented to collect and review for accuracy the necessary documentation on a timely basis.

Corrective Action: The District's Assistant Superintendent for Finance and Management Services will meet with the grant administrators to inform them about the proper documentation necessary to comply with OMB Circular A-87 with regard to periodic payroll certifications or personnel activity reports, and procedures will be implemented to ensure compliance by the end of the fiscal year.

Contact Information:

Mr. David H. Grackin
Assistant Superintendent, Finance & Management Services
Huntington Union Free School District
50 Tower Street
Huntington Station, NY 11746

