



District Office

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March 25, 2021

Buffamante Whipple Buttafaro, P.C.
130 South Union Street
Suite 200
Olean, New York 14760

Dear Ladies and Gentlemen:

In response to your management letter to the Board of Education, Elmira Heights Central School District dated October 2, 2019 concerning the audit of the basic financial statements for the year ended June 30, 2019, we submit the following response and corrective action plan.

Unassigned Fund Balance

Conditions and criteria: The Elmira Heights Central School District's unassigned fund balance as of June 30, 2020 amounted to \$1,481,143. This amount constitutes approximately 6.5% of the 2020-2021 school budget.

Cause and Effect: The District's unassigned fund balance violated New York State Education Law, which limits school districts from retaining an unassigned fund balance not greater than 4% of the subsequent year's budget.

Auditors' Recommendation: The Elmira Heights Central School District should continue to monitor fund balance throughout the year and continue to review its options with regards to reservation and designation of fund balance.

District's Response: The District realizes that its unassigned fund balance as of June 30, 2020 was in excess of the NYS mandated 4% level. The District has and will continue to review its options with regard to reservation and designation of fund balance. Martha Clark, School Business Executive will reporting to the Board of Education any plan for unassigned fund balance with an anticipated completion date of June 30, 2021.

Enter with high expectations – leave with confidence and pride.

In addition to the correction action items listed above the District continues to analyze and correct matters of internal control as they occur, by reviewing the internal and external management letters and on a day-to-day basis as issues arise.

Sincerely,



Martha Clark
Business Official

Cc: Michael Gill
Board of Education
New York State Education Department
New York State Office of the State Comptroller

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