

HOMER CENTRAL SCHOOL DISTRICT

PROPOSAL FOR AGREED - UPON PROCEDURES

Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

June 12, 2015

Mr. Michael Falls, Director of Business and Finance
Homer Central School District
P.O. Box 500
80 South West Road
Homer, New York 13077

Dear Mr. Falls:

In accordance with your request, we will perform the agreed-upon procedures enumerated below, which have been agreed to by the Homer Central School District Audit Committee to assist the with evaluating certain procedures performed by the District Treasurer, a risk area identified from the District's risk assessment document for the year ended June 30, 2015.

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Because the agreed-upon procedures listed below do not constitute an examination, we will not express an opinion on the sufficiency of the procedures or the results of our testing.

You are responsible for selecting the procedures to be performed. You are also responsible for making management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, and experience to oversee non attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. In addition, we have no obligation to perform any procedures beyond those listed below:

The procedures we will perform are as follows:

- I. We will observe and document controls over transfer processing at all financial institutions that the District maintains its accounts to determine whether security protocols are consistent with management's understanding. This will be accomplished by meeting with the Treasurer and observing procedures to initiate transfers.

- II. We will obtain bank statements for all district accounts during the fiscal year. We will identify all wires and electronic transfer activity during the test period and perform the following:
- a. Determine that transfers are made between valid District accounts.
 - b. Vouch transactions to wire confirmations or other receipt documentation from financial institutions.
 - c. Observe email notifications of transfer activity sent to Business Official in timely manner.
 - d. Verify that transfers between accounts are in balance.
 - e. Trace transfer activity to postings in general ledger.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Homer Central School District Audit Committee, and should not be used by anyone other than this specified party. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Our estimated fee to complete the above services will not exceed \$1,800 (20 hrs at \$90/hr).

In addition to the above fee estimate, we will request reimbursement for travel expenses at the IRS mileage rate in effect at the time.

If the above terms are acceptable, please sign the enclosed copy where indicated and return it to us. Should you have any questions concerning the items discussed, please do not hesitate to call.

Sincerely,
Raymond F. Wager, CPA, P.C.



Raymond F. Wager

Accepted:

By: _____ Date: _____