



BUSINESS
ADVISORS
AND CPAS

November 21, 2025

To the President and Members
of the Board of Education of the
Mechanicville City School District

Dear Board Members:

In planning and performing our audit of the basic financial statements of the governmental activities, each major fund and the fiduciary fund of Mechanicville City School District (the District) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the District's 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 opinions 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 over financial reporting.

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 over financial reporting, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*. The future event or events are likely to occur.

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 significant deficiencies or material weaknesses, and therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as included in the schedule of findings and responses which accompanies the financial statement reporting package, we identified a certain deficiency in internal control that we consider to be a material weakness and two deficiencies that we consider to be significant deficiencies.

As discussed below, we noted certain other matters, which are not considered significant deficiencies or material weaknesses, involving internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated November 21, 2025 on the financial statements of Mechanicville City School District.

Our comments are summarized as follows:

OPEB Census Data

Finding

We noted that an employee's date of hire included in census data sent to the actuary for the GASB 75 calculation was not based on benefit eligible date of hire. As a result, the GASB 75 calculation could be impacted.

Recommendation

We recommend that someone within the business office check the census date within nVision when someone begins or resumes employment with the district to ensure accuracy, and that a review of data already within nVision be conducted.

Claims Auditor Reporting

Finding

Through discussions with the Claims Auditor it was noted that there is no documented formal procedures in place for their duties. Additionally, it was noted that they do not ever attend board meetings or speak with the Board directly which is recommended as a NY State Education Department best practice.

Recommendation

We recommend that the procedures be formally documented. We also recommend that the claims auditor communicate directly with the Board at least once annually.

We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control and other operational efficiencies. We will be pleased to discuss these comments in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations.

We would like to thank the management and staff of Mechanicville City School District for their cooperation during the course of the audit. There are many favorable areas within the District upon which we have not made comment. Please understand that the nature of this letter is to recommend improvements.

This communication is intended solely for the information and use of the Board of Education, Audit Committee and management of Mechanicville City School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP