



**The Commonwealth of Massachusetts**  
Department of Elementary and Secondary Education

75 Pleasant Street  
Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

March 13, 2013

Thomas Kingston  
Superintendent  
Belmont Public Schools  
644 Pleasant Street  
Belmont, MA 02478

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BELMONT PUBLIC SCHOOLS  
OFFICE OF  
SUPERINTENDENT

Dear Superintendent Kingston:

On January 10, 2013 your District took part in the Massachusetts Department of Elementary and Secondary Education (ESE) Fiscal Review.

Enclosed, please find the final executive summary generated as a result of the fiscal review performed and your response to the fiscal observations made during the review.

The Department of Elementary and Secondary Education (ESE) would like to thank you and your staff for your cooperation and participation in our fiscal review program. Should have any questions, please call me at 781-338-6537 or email me at [mfernandez@doe.mass.edu](mailto:mfernandez@doe.mass.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Fernandez", written over a horizontal line.

Maria Fernandez, Supervising Auditor  
Audit and Compliance Unit  
Massachusetts Department of Elementary and Secondary Education (ESE)

Copy: Anthony DiCologero, Director of Finance, Business & Operations

## Executive Summary

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The Audit and Compliance Unit of the Massachusetts Department of Elementary and Secondary Education performed a fiscal review of the Belmont Public Schools in conjunction with the Department of Elementary and Secondary Education, Program Quality Assurance Unit's Coordinated Program Review. The fiscal review was conducted on January 10, 2013.

We have performed the procedures enumerated below primarily to gain a knowledge and understanding of the District's fiscal policies and procedures, per the Single Audit (A133) direct fiscal sub recipient monitoring requirement. The sufficiency of these procedures is solely the responsibility of the specified users of 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 prepared or for any other purpose.

Specifically, for purposes of this report, we have performed the following procedures and noted the indicated observations:

- A. Interviewed and documented conversations with school business office fiscal staff. Interview was conducted to gain an understanding of the policies and procedures in place. Areas documented included, but were not limited to Accounts Payable, Accounts Receivable, Payroll, and General Ledger Accounting. On January 10, 2013 the ESE Audit and Compliance Unit Auditor met with the following individual :

- Anthony DiCologero, Director of Finance, Business & Operations

- B. Obtained and retained examples of the policies and procedures in place to corroborate the assertions made by the above individual, but were not tested for accuracy or effectiveness. Items obtained for the review's work papers included but are not limited to:

- Budget Process
- Chart of Accounts
- Time and Attendance Reports
- Employee Certifications
- Financial Records
- Signed Warrant Cover Pages
- Purchasing Policies and Procedures

Based on the individual interview and the corroborating evidence provided, we feel comfortable that there are policies and procedures in place.

## Observations:

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Belmont Public Schools has set up their Chart of Accounts to reflect the Department of Elementary and Secondary Education's expenditure classifications. This set up allows the School District to meet reporting requirements more efficiently and eliminates the need for a crosswalk.

Belmont Public Schools (District) has a practice of not having an administrative petty cash fund. While most Districts find this a necessity, Belmont Public Schools has done well in eliminating this potentially risky practice.

The District has a number of best practices being performed; however, it might be beneficial for the School to document those practices so there is no confusion or misunderstanding in the future. The best practices that are not covered under a written policy include, but are not limited to: petty cash procedures and the cash collection process.

***District Response:*** Belmont Public Schools does not utilize a petty cash fund. An example of procedures to be written is for deposits in general, not just cash deposits specifically. I would not want a reader the report to misconstrue that we have separate procedures for processing cash vs. checks when making a deposit.

In addition the District does not have a procedure in place to ensure that the procurement of goods and services are not made from vendors that have been suspended or debarred. We recommended that the District update their Internal Control Plan Manual to include a prohibition of conducting transactions with parties that have been suspended or debarred as required by OMB Circular A -133.

We were not engaged to, and did not perform an audit or examination, the objective of which would be the expression of an opinion on the internal control structure as a whole. Accordingly, we do not express such an opinion. Had we been required to perform additional procedures, matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Massachusetts Department of Elementary and Secondary Education and the Belmont Public Schools and should not be used for any other purpose.

Copy: Belmont Public Schools CPR Fiscal File