

**VILLAGE OF FAIRPORT SECTION 8  
HOUSING ASSISTANCE PAYMENTS PROGRAM**

**NEW YORK**

**COMMUNICATING INTERNAL CONTROL  
RELATED MATTERS IDENTIFIED IN AN AUDIT**

**For Year Ended September 30, 2016**

**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

December 15, 2016

To the Board Members of  
Village of Fairport Section 8  
Housing Assistance Payments Program

In planning and performing our audit of the financial statements of the Village of Fairport Section 8 Housing Assistance Payments Program (the Program), a component unit of the Village of Fairport Urban Renewal Agency for the year ended September 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Program's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Program's internal control. Accordingly, we do not express an opinion on the effectiveness of the Program's internal control.

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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Program's financial statements will not be prevented, or detected and corrected on a timely basis.

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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

The Program's written response to the deficiency identified in our audit has not been subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Prior Year Deficiency Pending Corrective Action:**

**Time Study –**

The Program charges wages directly to the federally funded project. For one employee their time is allocated based upon a time study, however, the last time study was completed during fiscal 2015.

We recommend that the program review its policies and procedures over time keeping to ensure proper support of expenditures charged.

**Program's Response**

The Program has engaged the services of an outside firm to conduct an HR compliance audit which will address timekeeping and record management.

**To the Board Members of  
Village of Fairport Section 8  
Housing Assistance Payments Program**

This communication is intended solely for the information and use of management, the Board Members, others within the organization and the U.S. Department of Housing and Urban Renewal and is not intended to be and should not be used by anyone other than these specified parties.

\*

\*

\*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

December 15, 2016

*Raymond F. Waga CPA P.C.*