



CAMPBELL, MYERS AND RUTLEDGE, PLLC

Cindy L. Greer, CPA ▪ R. Brent Billingsley, CPA ▪ Ryan A. Mosier, CPA

Skip R. Campbell, CPA ▪ L. Joe Rutledge, CPA ▪ Jenna B. Glass, CPA ▪ Jordan T. Constant, CPA ▪ Lane S. Norris, CPA

Members of the Board of Education
Barren County Board of Education
Glasgow, Kentucky 42141

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Barren County Board of Education as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered Barren County Board of Education'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 Barren County Board of Education's internal control. Accordingly, we do not express an opinion on the effectiveness of the Barren County Board of Education's internal control.

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 material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

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, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

During our audit, we became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various governmental unit personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, Barren County Board of Education, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Campbell, Myers & Rutledge, PLLC

Certified Public Accountants

November 6, 2023

PRIOR YEAR FINDINGS

No Uncorrected prior year findings

CURRENT YEAR FINDINGS

2023-1 Barren County School District

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth guidelines that require a donation acknowledgement form for donation to school activity funds from outside sources.

Condition: School activity funds were receiving outside donation; however, could not provide any record of donations received.

Cause: School staff did not complete donation acknowledgement forms.

Effect: Compliance with *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) was not achieved.

Recommendation: We recommend that the donation acknowledgement form be completed when receiving outside donations.

Response: The District finance officer and Assistant Superintendent met with various school secretaries in November, 2023, and reminded them of the donation form when receiving donations in the school activity funds.

2023-2 Barren County Middle School

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth guidelines that state that no school activity funds shall end the fiscal year with a deficit balance.

Condition: The Barren County Middle School had an activity fund that ended the school year in a deficit balance.

Cause: Expenditures exceeded receipts and beginning fund balance within an account at the Barren County Middle School.

Effect: Compliance with *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) was not achieved.

Recommendation: We recommend that the school principal and school secretary be reminded of the compliance aspects of the Red Book and that additional review should be conducted of the financials.

Response: The District Finance Officer met with the school Principal and reminded them of Red Book Compliance. The school Principal will make future staffing adjustments in order to allow the school secretary to complete their duties timely.

2023-3 Barren County Middle School

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth guidelines that govern financials for student activities.

Condition: During the year it was noted that an invoice was paid late that subsequently incurred a late fee on the subsequent invoice.

Cause: Disbursements at the school activity fund were not timely paid.

Effect: Compliance with *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) was not achieved.

Recommendation: We recommend that the school principal and school secretary be reminded of the compliance aspects of the Red Book and better monitoring of the financials should occur.

Response: The District Finance Officer met with the school Principal and reminded them of Red Book Compliance. The school Principal will make future staffing adjustments in order to allow the school secretary to complete their duties timely.

2023-4 Barren County High School

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth guidelines that state personal purchases for school officials or their sponsors should not be paid from the school activity funds.

Condition: During the year it was noted that personal expenses were included on an invoice for the school activity fund and that this invoice was paid completely from the school activity fund without reimbursement.

Cause: The activity fund sponsor nor the school secretary was thorough enough when reviewing the invoice.

Effect: Compliance with *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) was not achieved.

Recommendation: We recommend that this overpayment be reimbursed by the sponsor, the sponsor be reminded that these expenditures are not permissible, and that the school treasurer be more diligent in reviewing invoices before payment.

Response: The Principal of the school met with the Activity Fund sponsor and requested reimbursement of the expenditures which were made. The Activity Fund sponsor was reminded to exclude personal expenditures of subsequent invoices and the School Secretary was instructed to monitor future invoices more closely.