



CAMPBELL, MYERS AND RUTLEDGE, PLLC

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Members of the Board of Education
Glasgow Independent School District
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 Glasgow Independent School District 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 Glasgow Independent School 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 Glasgow Independent School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Glasgow Independent School District'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 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.

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. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Glasgow Independent School District, 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

Glasgow, Kentucky

November 10, 2023

PRIOR YEAR FINDINGS

No prior year findings

CURRENT YEAR FINDINGS

2023-001

South Green Elementary

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) requires that gift cards may not be issued.

Condition: Gift cards were purchased with activity fund receipts.

Cause: A disallowed expenditure was paid through the activity funds.

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

Recommendation: We recommend that gift cards not be issued in order to be in compliance with *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book).

Response: Annual training for *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) and current issues were brought to the attention of administrative personnel for emphasis. The District plans to internally audit this finding over the course of the next year to make sure it is still not occurring.

2023-002

Glasgow High School

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth accounting guidelines for the proper use of fundraising forms.

Condition: During the school year, the fundraising sponsor was not completing fundraising form F-SA-2B "Fundraising Worksheet" to determine the profitability of the fundraiser and the principal was not reviewing the details of the completed fundraiser.

Cause: Principal was unable to review the completed fundraiser and the profitability of the fundraiser was unknown.

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

Recommendation: We recommend that all fundraising forms be used to properly account for all receipts and expenditures and reviewed before submitting to the principal.

Response: Fundraising forms will be completed and submitted for review to school personnel.

2023-003

Glasgow High School

Criteria: The District sets forth its travel policy within the employee handbook. Also, excerpts of the policy are included on the travel reimbursement forms. *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth accounting guidelines for allowable expenditures.

Condition: Employees were reimbursed for disallowed expenditures by the District travel policy and *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book).

Cause: The employees disregarded the travel policy, the school treasurer and principal approved the incorrect reimbursement request.

Effect: The District was not in compliance with its own travel policy or *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book).

Recommendation: We recommend that finance personnel familiarize themselves with the policy and remit back to the department head when requests exceed District policy and *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book)

Response: The District will remind finance personnel to review the specific expenditures for Compliance with District policy and *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book). Disallowed expenses were repaid to the District.