



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, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered Glasgow Independent School District's system of 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

January 6, 2026

PRIOR YEAR FINDINGS

2024-001

Glasgow High School

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.

Observation: During the current year it was noted that fundraising forms were still not being completed. The principal is now reviewing to ensure the form is filled out and filled out correctly.

2024-002

Glasgow High School

Condition: Expenditures were paid without prior approval on a purchase order.

Observation: During the current year it was noted that prior approval was obtained before expenditures occurred.

2024-003

Glasgow High School

Condition: The school incurred late fees by not paying bills in a timely manner.

Observation: During the current year it was noted that bills were paid in a timely manner thus not resulting in late fees.

2024-004

Noncompliance with Regulations - Insurance Coverage

Condition: The District did not have adequate insurance coverage to comply with the requirements set forth by the Kentucky Department of Education.

Observation: During the current year it was noted that the District had appropriate insurance coverage in accordance with requirements set forth by the Kentucky Department of Education.

CURRENT YEAR FINDINGS

2025-001 Repeat Finding

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.

2025-002 Glasgow High School

Criteria: *A Uniform Program of Accounting for School Activity Funds in Kentucky Schools* (Red Book) sets forth accounting guidelines for inventory control.

Condition: School staff did not maintain proper records of inventory purchases, sales and ending balances.

Cause: The school was not correctly completing form F-SA-5 "Inventory Control Worksheet" to reconcile ending inventory with beginning inventory, purchases, and sales.

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

Recommendation: We recommend the Inventory Control Worksheet be completed at the end of the month and on a monthly basis to account for goods and services sold and receipts deposited. Furthermore, the Inventory Control Worksheet should be reviewed by the school Bookkeeper.

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 the inventory control worksheet is completed.

2025-003 Glasgow 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: Glasgow Middle School had multiple activity funds that ended the school year in a deficit balance.

Cause: Expenditures of multiple activity funds exceeded receipts and beginning fund balance for the year.

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.