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Madison County School District
Richmond, Kentucky

In planning and performing our audit of the basic financial statements of Madison County School District for the year ended June 30, 2015, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiencies. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. Any uncorrected comments from the prior year have been included in the memorandum. A separate report dated September 21, 2015, contains our report on the District's internal control. This letter does not affect our report dated September 21, 2015, on the financial statements of the Madison County School District.

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 District personnel, and their implementation is currently being reviewed. 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 report is intended solely for the information and use of management, the members of the Madison County Board of Education, others within the District, the Kentucky Department of Education, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Certified Public Accountants
Elizabethtown, Kentucky
September 21, 2015

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

PRIOR YEAR UNCORRECTED COMMENTS

KIRKSVILLE ELEMENTARY SCHOOL

SEGREGATION OF DUTIES

We noted that the school's treasurer enters invoices, prints checks, matches invoices to checks, and mails checks; the principal also is responsible for matching invoices to checks. Redbook says that a third person, such as a clerk, should be responsible for matching invoices and mailing checks.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

B. MICHAEL CAUDILL MIDDLE SCHOOL

PURCHASE ORDER FORM

We noted that check #2511, dated 08/14/2014, written to First Gear, Inc. from the Renaissance Fund in the amount of \$937.50 was for the purchase of t-shirts. The Purchase Order Form (form F-SA- 7) that was attached to the check was dated 07/09/2014; however the invoice was dated 07/07/2014. Redbook requires that Purchase Order Forms be completed and submitted for approval before the goods are purchased.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

FOLEY MIDDLE SCHOOL

SEGREGATION OF DUTIES

We noted that during review of the client's questionnaire, the CFT is responsible for entering invoices, printing checks, and matching invoices to checks. Redbook requires that these duties be segregated.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

EXTERNAL SUPPORT/BOOSTER CLUBS

We noted that the following external support/booster clubs did not submit an Annual Financial Report for fiscal year 2014-2015: Softball, Girls' Basketball, and Boys' Basketball. Redbook requires that external support/booster clubs submit their Annual Financial Reports to the Principal for approval before July 25th of the following fiscal year.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

MADISON CENTRAL HIGH SCHOOL

UNALLOWABLE EXPENDITURE

We noted that check #22126, dated 07/07/2014, written to Bypass Rentals, in the amount of \$635.00 from the Misc. Athletics Fund was for the rental of a scissor lift for the PA system. Redbook disallows the purchase of maintenance items from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

UNALLOWABLE PURCHASE

We noted that check #22632, dated 11/25/2014, written to Daktronic, Inc., in the amount of \$711.68 from the Misc. Athletics Fund was for the purchase of the repairs to the timing system. Redbook disallows the purchase of repairs/maintenance items from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

CREDIT CARDS

We noted over twenty instances where the purchase order corresponding to the date of check out was left blank. We also noted over twenty-five instances where the card that had been signed out was kept for more than one business day, and up to over a month before being returned.

We noted where the GFS credit card was checked out on 4/29/2015 and not returned until 5/6/2015.

We noted where the Kroger card was checked out on three instances and the date and time of return was left blank. We also noted where the card was held for longer than one business day on six occasions. Additionally, we noted three instances where the purchase order was not listed for the corresponding date of check out.

We noted where the Hobby Lobby card was checked out on 12/10/2014 and the date and time of return was left blank. We also noted where the card was held for longer than one business day on four occasions. Additionally, we noted three instances where the purchase order was not listed for the corresponding date of check out. The Credit Card Sign In/Out Log indicated that an employee signed the card out on 2/20/2015 and did not return it until 4/24/2015; in this instance, we noted where the original date had been altered to show a sign out date of 4/20/2015.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

INVENTORY CONTROL

We noted that Inventory Control Worksheet (form F-SA-5) was not on file for the Beef Jerky fundraiser. Redbook indicates that this should be completed for purchased merchandise held for sale.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

CURRENT YEAR COMMENTS

DANIEL BOONE ELEMENTARY SCHOOL

DISBURSEMENTS

We noted that a name plate was purchased on 09/23/2014 with funds from the Interest account.

We noted that check #2154, made payable to Kroger on 05/26/2015, purchased eight \$25 gift certificates from the Fifth Grade Graduation Fund. The purpose of these gift certificates was "teacher and principal gifts." Redbook does not allow the purchase of gift certificates.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

GLENN MARSHALL ELEMENTARY SCHOOL

IMPROPER FUND

We noted that the receipt made on 05/22/2015, in the amount of \$20.00, was deposited into the Color Fun Run Fund but was noted as being receipts for yearbooks.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

KINGSTON ELEMENTARY SCHOOL

CASH ADVANCES

We noted that a cash advance to Tammy Long on 02/04/2015, in the amount of \$348, was deposited by Ms. Long into her bank account. She then paid for food on a field trip in the amount of \$328 with her debit card. She then wrote a personal check to Kingston Elementary for the \$20 difference. After realizing what Ms. Long did, Sherry McKinney reviewed the proper procedures for cash advances with Ms. Long. Redbook does not allow teachers to deposit cash advances into their personal bank accounts.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

DISBURSEMENTS

We noted that Check #5869, payable to Surge Promotions in the amount of \$131.04, paid for \$14.04 of sales tax. Redbook does not allow sales tax to be paid, with one exception. That exception is when travel is involved.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

KIRKSVILLE ELEMENTARY SCHOOL

DISBURSEMENTS

We noted that check #1849 in the amount of \$77.94, was used to purchase mailboxes and keys for teachers. Redbook does not allow purchases to be made out of the General Fund that solely benefit employees.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

KIT CARSON ELEMENTARY SCHOOL

FUNDRAISERS

We noted during review of fundraisers that the fundraiser involving Jump/Hoops for Heart for the American Heart Association did not include a properly completed Fundraiser Approval Form (form F-SA-2A). The form did not include the school, activity account, sponsor, or date submitted. Additionally, this fundraiser was only approved by the school principal.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

RECEIPT NUMBERS ON DEPOSIT SLIPS

We noted during review of receipts that the deposits dated 11/17/2014 and 4/29/2015 did not include receipt numbers on the deposit slips. Redbook indicates that this is a required procedure.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

UNTIMELY DEPOSIT

We noted during review of receipts that the deposit dated 4/29/2015 included a Multiple Receipt Form (form F-SA-6) that did not include a signature for the person remitting the monies collected or a signature indicating that the treasurer had received the funds. We noted that the principal signed the form and dated it 5/21/2015 upon review. Due to the fact that there were no signatures or dates, it cannot be determined if the deposit was made in a timely manner.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

INADEQUATE DOCUMENTATION OF PURCHASE

We noted during review of disbursements that check #1016 in the amount of \$465.00 remitted to Fazoli's for food during a field trip did not include a receipt from the vendor. A typed document from the treasurer indicated that the original vendor's receipt had been destroyed. As a result, we could not determine if sales tax was paid, the purchase order was completed before the purchase was made, or if the amount paid was correct. Additionally, the purchase order associated with this check was not cancelled.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

MADISON KINDERGARTEN ACADEMY AT MAYFIELD

CREDIT CARD SIGN IN/OUT LOG

We noted that the school's Walmart Credit Card was signed out for multiple days on a few occasions. One occasion was from 4/24/2015 to 4/30/2015. The credit card was also checked out from 1/5/2015 to 1/8/2015. Redbook requires credit cards to be returned by the close of the next business day.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

RECEIPTS

We noted that the Form F-SA-6 Multiple Receipt Form or deposit ticket did not have the names of the students who turned in the cash for T-shirt sales. The Multiple Receipt Form was left blank except the section stating the number of bills received. Redbook requires the payer and amount they paid to be listed on the Form F-SA-6 Multiple Receipt Form or the deposit ticket.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

SHANNON JOHNSON ELEMENTARY SCHOOL

SEGREGATION OF DUTIES

We noted that during review of the questionnaire, the segregation of duties section indicated that the bookkeeper enters invoices, prints checks, and matches invoices to checks. Redbook indicates that the person who enters invoices and prints checks should not be the same person matching invoices to checks.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

DISBURSEMENTS

We noted that Check #3689, in the amount of \$34.00, was used to purchase geraniums and spike grass from the greenhouse at Madison Southern High School. Redbook does not allow schools to purchase flowers for the purpose of beautifying the campus.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

WACO ELEMENTARY SCHOOL

SEGREGATION OF DUTIES

We noted during review of the client's internal control questionnaire that the treasurer enters invoices into the accounting system, prints checks, and matches invoices to checks. Redbook indicates that the person matching invoices to checks should not be the same person who enters invoices and prints checks.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

VENDOR INVOICE

We noted during review of disbursements that check #12611 only included one vendor's invoice in the amount of \$177.61. The total amount of the check written was \$259.86. Redbook requires that all receipts or invoices be included.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

FUNDRAISERS

We noted during review of fundraisers that the book fair fundraiser had the Fundraiser Approval (form F-SA-2A) and Fundraiser Worksheet (form F-SA-2B) on file. This type of fundraiser also requires the Sales Collection Form (form F-SA-17), which was not on file.

We also noted that the lollipop sales fundraiser only included the Fundraiser Approval (form F-SA-2A). Fundraisers involving concessions and snack sales also require Sales Collection Form (form F-SA-17) and Inventory Control Worksheet (form F-SA-5), which were not on file.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

WHITE HALL ELEMENTARY SCHOOL

SEGREGATION OF DUTIES

We noted that during review of questionnaire, both the treasurer and principal are responsible for matching invoices to checks. Redbook indicates that a third person should perform this duty.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

FUNDRAISER FORMS

We noted during review of fundraisers that the Candleberry Candle sales fundraiser only included the Fundraiser Approval Form (form F-SA-6). Redbook indicates that this type of fundraiser should include the approval form as well as the Fundraiser Worksheet (form F-SA-2B), which was not on file.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

WHITE HALL ELEMENTARY SCHOOL – CONTINUED

DONATION ACCEPTANCE FORM

We noted that the receipt dated 9/19/2014 included a \$585.00 check received from the PTO, but did not include a donation acceptance form. Redbook indicates that this is required documentation for donations.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

PURCHASE ORDER FORM

We noted that checks #3440 and #3483 included a purchase order form that only included the signature of the principal, and did not include a signature for the sponsor. Redbook indicates that the purchase order should be signed by both parties.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

DATE OF PURCHASE

We noted that check #3483 corresponded to a purchase order dated 5/4/2015 and vendor's receipt dated 4/29/2015. Redbook states that purchase orders must be completed on or before the date of the vendor's receipt.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

TRAVEL REIMBURSEMENT

We noted that check #3473 was an expense reimbursement for a team dinner while away at a competition. Redbook states that expense reimbursements should include proper documentation.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015..

B. MICHAEL CAUDILL MIDDLE SCHOOL

CASH AWARD

We noted that check #2807, dated 05/27/2015 from the Mike's Kids Fund in the amount of \$25.00 was for a cash award. The description on the Purchase Order Form states that the money is for her parents to purchase a savings bond. Redbook disallows cash awards to be given to students from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

CLARK MOORE MIDDLE SCHOOL

TICKET SALES

We noted that the requisition and Report of Ticket Sales form (form F-SA-1) that was completed for the baseball game held on 04/06/2015 was not signed by the ticket taker.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MULTIPLE RECEIPT FORMS

We noted during the review of receipts, that the treasurer was dating the Multiple Receipt Forms (form F-SA-6) for the person remitting the monies on 5 separate occasions during the month of December. Therefore, we were unable to determine whether the deposit was made timely.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

CREDIT CARD SIGN IN/OUT LOGS

We noted that the treasurer signed the Credit Card Sign In/Out Log as the employee checking the card out and as the witness of the card being returned on 4 separate occasions.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

UNALLOWABLE PURCHASE

We noted that check #10047, dated 02/06/2015, written to Intermountain Therapy Animals in the amount of \$50.00 from the Library Fund was for the purchase of training manual. Redbook disallows the purchase of operational items from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

FOLEY MIDDLE SCHOO

CREDIT CARD SIGN IN/OUT LOG

We noted that the Credit Card Sign In/Out Log that was completed for fiscal year 2015 contained ten separate instances where the Purchase Order Number column was left blank.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

REQUISITION AND REPORT OF TICKET SALES

We noted during the review of ticket sales, 21 Requisition and Report of Ticket Sales Forms where the work "boosters" was written on the ticket taker's signature line. Therefore we were unable to tell if the ticket taker was a different individual than the one selling the tickets.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

UNTIMELY DEPOSITS

We noted that the proceeds, in the amount of \$361.00, from the Girls' Basketball game held on 09/09/2014 were deposited on Thursday 09/11/2014. Redbook requires the athletic event proceeds be deposited the next business day.

We noted that the deposit made on 08/27/2014 in the amount of \$2,301.26 contained four Multiple Receipt Forms (form F-SA-6) that were dated as being remitted on 08/05/2014. These forms came to a total of \$500.00. Redbook requires that deposits be made daily if greater than \$100.00

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

INVENTORY CONTROL WORKSHEETS

We noted that Inventory Control Worksheets were not completed on a monthly basis for the concession sales. Instead, they were completed only when the concessions were used. Redbook requires that Inventory Control Worksheets be completed either monthly or until ending inventory is zero.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

FOLEY MIDDLE SCHOOL – CONTINUED

UNALLOWABLE PURCHASE

We noted that check #6982, dated 10/21/2014, written to Smokehouse Grill in the amount of \$38.97 from the Basketball Fund was for food for a coaches meeting. Redbook requires that items for the staff should be purchased with staff-generated funds.

We noted that check #7097, dated 03/02/2015, written to Action Business Suppliers in the amount of \$325.71 from the School Pictures Fund was for the purchase of miscellaneous office supplies including carbon paper, paper clips, legal notepads, and pens. Redbook disallows the purchase of operational items from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON MIDDLE SCHOOL

CREDIT CARDS

We noted that there were over five instances where the Walmart credit card was checked out and held for longer than one business day. Redbook says that cards should be returned by the close of the next business day after check out.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

DISALLOWED PURCHASE

We noted that check #1854 in the amount of \$568.09 to Miles Ahead Music was for instrument repairs. Redbook states that maintenance and repair purchases cannot be made at the school level, and should come from District funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON CENTRAL HIGH SCHOOL

SEGREGATION OF DUTIES

We noted that during review of the internal control questionnaire, the segregation of duties section indicated that the treasurer and secretary were both responsible for multiple duties that are required to be split between two different employees.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

ACCOUNTS RECEIVABLE

We noted that the receipt from the Boys' Soccer Booster Club in the amount of \$2,500.00 was improperly included in the Accounts Receivable and Accounts Payable Listing at the end of fiscal year 2015. Per the conversation with the school's CFT, this receipt pertains to fiscal year 2016.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

MADISON CENTRAL HIGH SCHOOL – CONTINUED

PURCHASE ORDER FORMS

We noted that check #22539, dated 10/28/2014 in the amount of \$95.00 from the Girls' Soccer Club Fund had an attached Purchase Order Form (form F-SA-7) that was dated 10/24/2014 and a receipt attached dated 10/20/2014. Redbook requires that Purchase Order Forms be completed and submitted to the Principal before the goods are purchase.

We noted that check #22582, dated 11/10/2014 in the amount of \$90.00 from the Bass Anglers Fund had an attached Purchase Order Form (form F-SA-7) that was dated 11/18/2014 and a receipt attached dated 10/18/2014. Redbook requires that Purchase Order Forms be completed and submitted to the Principal before the goods are purchase.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

UNALLOWABLE EXPENDITURE

We noted that check #23234, dated 05/05/2015 in the amount of \$575.23 from the Baseball Fund was for the reimbursement of a hotel stay and a rental car for his attendance of a conference. Redbook disallows the purchase of items that solely benefit the staff from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

IMPROPER FUND

We noted that check #22854, dated 01/20/2015, written to Amy Palmer, in the amount of \$42.90 from the Guidance Fund was for the reimbursement of food purchase for counselors training meeting. Redbook disallows the purchase of items that solely benefit the staff from school activity funds.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

FUNDRAISER FORMS

We noted during review of fundraisers that the Beef Jerky sales included Fundraiser Approval Form (form F-SA-2A) and Fundraiser Worksheet (form F-SA-2B). We noted that this fundraiser should have included the approval in addition to the Sales Collection Form (form F-SA-17) and Inventory Control Worksheet (form F-SA-5), which were not on file.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MULTIPLE RECEIPT FORM

We noted during review of receipts that the deposit dated 1/12/2015 included a Multiple Receipt Form (form F-SA-6) that appeared to have been completed by one person for all twenty-six signatures. Redbook indicates that students above third grade should sign their own names to MRF.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

MADISON SOUTHERN HIGH SCHOOL – CONTINUED

DONATION ACCEPTANCE

We noted that the deposit dated 8/11/2014 included a \$500.00 donation from the Kentucky Association of School Librarians, and did not include a Donation Acceptance Form (from F-SA-18). Redbook requires this form be used for donations.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

FUNDRAISERS

We noted that the Beef Jerky sales fundraiser included Fundraiser Approval (form F-SA-2A) and Fundraiser Worksheet (form F-SA-2B). Redbook requires Fundraiser Approval, Sales Collection Form (from F-SA-17), and Inventory Control Worksheet (form F-SA-5) for concession and snack sales fundraisers. There was no Inventory Control Worksheet on file for the Beef Jerky sales fundraiser.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MULTIPLE RECEIPT FORM

We noted during review of receipts that the deposit dated 4/17/2015 included a Multiple Receipt Form (form F-SA-6) indicating three checks totaling \$112.50 were remitted. The three signatures were completed by one individual. Redbook states that students above third grade should sign their own names to the MRF.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

BOOSTER CLUBS

We noted that there was no EIN number on file for the Band Boosters, Project Graduation Boosters, and FFA Alumni. We also noted no liability insurance on file for Project Graduation.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON COUNTY SCHOOL DISTRICT

COMMENTS

June 30, 2015

MADISON CENTRAL HIGH SCHOOL – CONTINUED

BOOSTER CLUBS

We noted that the Boys Soccer booster club had the Annual Financial report and Budget on file only; the Baseball boosters had an Annual Financial Report and liability insurance on file only; the Band boosters only had the Annual Financial Report on file; and the Girls Golf boosters had none of the proper documents on file for Fiscal Year 2015.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

MADISON SOUTHERN HIGH SCHOOL

CASH ADVANCES

We noted that check #31038 was a cash advance in the amount of \$400.00 for team meals while away at a competition. We noted that the cash advance did not include an expense report as required by Redbook standards.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

CREDIT CARD

We noted that the Walmart credit card corresponded to a Credit Card Sign In/Out Log (form F-SA-13) which included over ten occasions where the credit card was signed out and held for longer than one business day. Redbook requires that the card be returned and signed in at the close of the following business day after logged out.

We noted that the Hobby Lobby credit card corresponded to a Credit Card Sign In/Out Log (form F-SA-13) which showed on 9/30/2014, 1/23/2015, 2/6/2015, 3/25/2015, and 4/23/2015 that the credit card was signed out and held for longer than one business day. Redbook requires that the card be returned and signed in at the close of the following business day after logged out.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.

TICKET SALES

We noted during review of ticket sales that the Requisition and Report of Ticket Sales form (form F-SA-1) for both athletic events only included where the ticket seller signed the form, and did not include a signature for the ticket taker. Redbook requires that the form be completed in a manner showing that two different individuals were responsible for these activities.

MANAGEMENT RESPONSE

The District will meet with school personnel to implement corrective action by October 31, 2015.