Members of the Board of Education
Glasgow Independent
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, 2018, 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.

Our consideration of internal control was for the limited purpose described in the preceding 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 also 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, Glasgow Independent School District, and 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
Glasgow, Kentucky

November 5, 2018
CURRENT YEAR FINDINGS

Glasgow Preschool Academy

Criteria: A Uniform Program of Accounting for School Activity Funds in Kentucky Schools (Red Book) requires that multiple receipt forms be used when collecting money.

Condition: Issuers of the multiple receipt forms could not produce their copy of the multiple receipt forms.

Cause: Proper controls were not being maintained by the issuer of the multiple receipt form.

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 issuers keep possession of the multiple receipt form.

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.

Glasgow Preschool Academy

Criteria: A Uniform Program of Accounting for School Activity Funds in Kentucky Schools (Red Book) requires that multiple receipt forms be used when collecting money.

Condition: Multiple receipt forms were not being properly completed.

Cause: Proper controls were not being maintained over the completion of multiple receipt 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 school treasurer require all multiple receipt forms be completed when turned in to the treasurer and accompany all deposits.

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.
Glasgow Preschool Academy

Criteria: A Uniform Program of Accounting for School Activity Funds in Kentucky Schools (Red Book) prohibits the school treasurer from collecting money directly from students.

Condition: During the year the school treasurer collected money directly from students.

Cause: The school treasurer performed duties not allowed by Red Book.

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 treasurer never be responsible for collecting money directly from students if they are responsible for preparing the funds for deposit.

Response: The principal will ensure that another individual within the school is responsible for collecting money directly from students.

Glasgow Preschool Academy

Criteria: A Uniform Program of Accounting for School Activity Funds in Kentucky Schools (Red Book) sets forth accounting guidelines require deposits to be made daily when there is over $100 on hand and at a minimum, deposits should be made on a weekly basis.

Condition: Glasgow Preschool Academy Elementary was not making deposits timely.

Cause: Receipts were being accumulated on site and not being deposited into the bank account timely.

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

Recommendation: We recommend that deposits be made in conformity with Red Book Guidelines and that the school principal periodically verify this is being done.

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. The activity fund sponsors will remit funds timely in order that the school treasurer can make timely deposits.
South Green Elementary

Criteria: A Uniform Program of Accounting for School Activity Funds in Kentucky Schools (Red Book) sets forth accounting guidelines require deposits to be made daily when there is over $100 on hand and at a minimum, deposits should be made on a weekly basis.

Condition: South Green Elementary was not making deposits timely.

Cause: Receipts were being accumulated on site and not being deposited into the bank account timely.

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

Recommendation: We recommend that deposits be made in conformity with Red Book Guidelines and that the school principal periodically verify this is being done.

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. The activity fund sponsors will remit funds timely in order that the school treasurer can make timely deposits.

PRIOR YEAR FINDINGS

Glasgow Middle School

Prior fiscal year condition: During the year gift cards were purchased with activity fund receipts.

Observation: Gift cards were not purchased with activity fund receipts.