



Communication of Management Comments

Members of the Board of Education, Audit
Committee and Management
Fayette County School District
Lexington, Kentucky

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Fayette County School District (the "District") as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting as a basis for designing our auditing 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 District's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District'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 deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency that we have included in this letter.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various District 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.

The District's written responses to the comments identified during our audit have not been subjected to the audit procedures applied in the audit of the financial statements and accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, the members of the Finance Committee and of the Board, others within the District, and the Kentucky Department of Education, and is not intended to be and should not be used by anyone other than these specified parties.

Strothman and Company

Louisville, Kentucky
November 13, 2019

Current Year Comments and Management Responses

Fayette County School District

June 30, 2019

Item 2019-01 – Gain (Loss) on Sale of Capital Assets

Condition and Criteria: During our audit procedures related to fixed asset testing, we noted that the sale of a fixed asset was not recorded in the correct gain/loss account. Instead it was recorded in a miscellaneous income account.

Cause: The employee used the wrong account when recording the journal entry.

Effect: The gain (loss) on sale of fixed assets was understated and miscellaneous income was overstated.

Recommendation: We recommend having a control in place to double check any adjusting journal entries for the sale of fixed assets.

Management Response: Management agrees with the comment and has set the following procedures in place to record the gain/loss of a fixed asset when sales occur.

When buses/vehicles are sold from transportation and the warehouse, it is now required for the Transportation and Warehouse Departments to send three documents (listed below) to the Financial Accounting Benefits Services (“FABS”) Department. These three documents will let Financial Accounting and Benefits Services know to retire the bus/vehicle from the Fixed Asset Module, and that the funds have been received. The documents should be sent to the Construction Accounting Manager in the FABS office anytime the sale of a bus or vehicle from the transportation department or warehouse takes place. Additionally, the specific bus/vehicle revenue account code, (110 1930) for gain on sale will be used for accounts receivable. It is the responsibility of the Transportation and Warehouse Departments to supply the FABS Department with the correct documentation so the retirement and revenue can be process correctly.

Required Documents for Sale of Buses/Vehicles:

1. Surplus document from the board
2. Copy of the check with the revenue account code listed (110-1930)
3. Signed/completed Disposal Form

For other general equipment sold at FCPS Auction and declared surplus on Board Agenda Items. If the general equipment sold is a Fixed Asset, the revenue must also be booked to 110-1930 gain on sale of asset.

Required Documents for Sale/Auction of Fixed Assets General Equipment:

1. Surplus document from the board
2. Copy of check with the revenue account code listed
3. Signed/completed disposal form

Management’s Anticipated Completion Date for Corrective Action: December 2019

Fayette County School District

June 30, 2019

Item 2019-02 – Hours Worked on Employee’s Timecard

Condition and Criteria: During our audit procedures related to payroll testing, we noted that one employee was not paid for the correct amount of time that was reported on their timecard. Based on review of the timecard, the manager incorrectly missed part of the recorded hours when inputting into the system.

Cause: The employee’s manager missed the hours on the timesheet.

Effect: An employee was paid for less hours than they worked during one pay period

Recommendation: We recommend having a control in place to double check the approved timecard with what is entered into the payroll module of MUNIS.

Management Response: Management agrees and effective immediately, upon completion of each pay period, food service managers will forward all time sheets to the Child Nutrition Office to be reviewed/confirmed with payroll adjustments starting from August 2019 to present and continuing forward. Any errors/corrections will be made at that time.

Management’s Anticipated Completion Date for Corrective Action: November 2019

Item 2019-03 – Compliance with State Mandated Accounting Procedures Could Be Improved

Condition and Criteria: During our audit procedures related to school activity funds, we noted certain areas of noncompliance with the provisions of the Kentucky Department of Education *Accounting Procedures for Kentucky School Activity Funds* (also known as the “Redbook”). See Exhibit A for the list of 108 findings of noncompliance that we noted.

Cause: Redbook policies/requirements were not followed by bookkeepers/principals in accounting for various activities at the school in areas such as multiple receipt forms, ticket sales, invoice approval, and transfers.

Effect: Non-compliance with Kentucky Department of Education Redbook policies/requirements.

Recommendation: We recommend that Management continue to provide on-going training and follow-up for bookkeepers and principals, as well as monitor compliance with the Redbook.

Management Response: Management agrees and will continue to provide Redbook trainings to the school principal, bookkeepers and other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal and the bookkeeper to ensure compliance with all Redbook and District policies and procedures.

Management’s Anticipated Completion Date for Corrective Action: Ongoing

Prior Year Comments and Management Responses

Fayette County School District

June 30, 2019

Item 2018-01 – Year End Close for Capital Assets

Condition and Criteria: During our audit procedures related to capital assets, we noted a number of food service capital assets assigned to a construction project that were capitalized in both the governmental funds and the food service fund. We also noted that there were some capital assets placed in service in the fiscal year ended June 30, 2018 but depreciation was not being calculated.

Cause: When Food Service capital assets are placed into service and tagged, Food Service personnel are sometimes not considering whether or not the additions were assigned to a construction project or not. In the instance that Food Service additions were purchased and placed into service under a construction project, Food Service personnel are not notifying the Capital Assets department to take those additions off the project so the assets are not double counted.

Capital assets are being entered into the Capital Asset Module of MUNIS during the subsequent fiscal year even though the capital assets should have been capitalized in the current fiscal year. The MUNIS system was calculating depreciation based on the date entered rather than the in service date.

Effect: Capital assets are overstated for the governmental funds and depreciation expense is understated.

Recommendation: We recommend having controls in place where Food Service personnel would notify Capital Assets each time they tag an item that was purchased through a construction project. We also recommend having controls in place to ensure that the Capital Assets Module is using the correct inputs to calculate depreciation.

Management Response: Management agrees with this comment. In the past Capital Assets, for cafeterias are purchased with construction funds and they are all associated with specific projects. Then at year-end when CIP and/or completed projects are booked into MUNIS, the cost of those assets will be deducted to reflect the transfer ownership from the CIP or completed project to food service. FCPS will request that all Capital Assets sent over from food service at year-end also specify if a project is associated with that asset, so that when CIP or completed assets are booked. The Finance staff will know how much to subtract out from that project and enter into the fund 81 food service Capital Asset Module.

The Capital Assets that did not depreciate was due to the import having an acquisition field that defaulted to the date the assets were entered. That date was in FY2019, so when MUNIS depreciated Capital Assets there was not a 2018 date, so no depreciation calculated. Management has found and corrected all those assets for FY2018. Management has also updated the acquisition field on the upload spreadsheet to not default to current date, you must now enter a true acquisition date from the information submitted from the warehouse after the asset has been tagged. This fixes this issue for upcoming years.

Current Status: Recommendations were implemented during the fiscal year ended June 30, 2019.

Fayette County School District

June 30, 2019

Item 2018-02 – Allowable Expenditures for Student Activity Fund

Condition and Criteria: During our audit procedures related to student activity funds, we noted student funds being transferred a teacher's incentives account and subsequently spent on teachers rather than students. The funds were derived from unrestricted contributions and school energy reward dollars. According to the Redbook, any unrestricted contributions/rewards received by a school are to be spent on students.

Cause: Principal's and bookkeepers at the individual schools are not complying with the Redbook as it relates to receiving donations and unrestricted funds and how the funds should be spent even though extensive training on the requirements of the Redbook is being provided by the District.

Effect: Student funds are being spent on teachers and other faculty.

Recommendation: We recommend documenting and explaining to all principals and bookkeepers allowable and disallowed items related to unrestricted contributions and school energy rewards dollars received by a school.

Management Response: Management agrees, and will continue to provide trainings required by school principals & bookkeepers. Redbook resource material will remain available on the web as a reference tool for all stakeholders to ensure compliance with the Redbook policy and procedures. Additionally, the District's School Accounting Team and the Finance Compliance Officer will schedule additional site visits and reviews to assist and support the school principals in knowing and understanding the responsibilities of the Redbook. Management will also recommend mandatory Redbook Training again for the Principals out of compliance.

Current Status: Recommendations were implemented during the fiscal year ended June 30, 2019.

Fayette County School District

June 30, 2019

Item 2018-03 – Employee’s Years of Experience

Condition and Criteria: During our audit procedures related to payroll testing, we noted that one employee was being paid at step 15, but based on years of experience documented in the personnel file, the employee should have been at a step 16.

Cause: The employee’s years of service appear to have been miscalculated after the employee took a two year leave of absence.

Effect: An employee was being paid at a lower rate than they were contracted to earn.

Recommendation: We recommend having a control in place to double check the approved step assigned to employees with what is entered into the payroll module of MUNIS.

Management Response: Management agrees. This employee returned to work with the District prior to the current process being implemented. The current auditing of previous FCPS experience includes the use of Classified Employees Education/Previous Experience Summary and Certified Experience Summary Forms that are completed by new hires and rehires as part of their new employee paperwork process. The completed forms provide a list of previous employers including Fayette County School District and are reviewed in conjunction with the experience verification forms that are submitted for processing. Experience audits are conducted for returning employees who list the district as a previous employer on their summary form. Additionally, annual salary notices are provided to current employees that include their grade and step levels as well as their current salary. Employees are instructed to review all of the information reported on the notice and send corrections to Human Resources for verification and correction.

Current Status: No such issue was noted in the current year.

Exhibit A

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company	Fixed Assets		Board	<p>Condition and Criteria: During our audit procedures related to fixed asset testing, we noted that the sale of a fixed asset was not recording in the correct gain/loss account. Instead it was recorded in a miscellaneous income account. Cause: The employee used the wrong account when recording the journal entry. Effect: The gain (loss) on sale of fixed assets were understated and the miscellaneous income was overstated. Recommendation: We recommend having a control in place to double check any adjusting journal entries for the sale of fixed assets.</p>		<p>Management agrees with the comment and has set the following procedures in place to record the gain/loss of a fixed asset when sales occur. When buses/vehicles are sold from transportation and the warehouse, it is now required for the Transportation and Warehouse Departments to send three documents (listed below) to the Financial Accounting Benefits Services ("FABS") Department. These three documents will let Financial Accounting and Benefits Services know to retire the bus/vehicle from the Fixed Asset Module, and that the funds have been received. The documents should be sent to the Construction Accounting Manager in the FABS office anytime the sale of a bus or vehicle from the transportation department or warehouse takes place. Additionally, the specific bus/vehicle revenue account code, (110 1930) for gain on sale will be used for accounts receivable. It is the responsibility of the Transportation and Warehouse Departments to supply the FABS Department with the correct documentation so the retirementookkeeper for staff meetings. Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues. Copy of the check with the revenue account code listed (110-1930) 3. Signed/completed Disposal Form. For other general equipment sold at FCPS Auction and declared surplus on Board Agenda Items. If the general equipment sold is a Fixed Asset, the revenue must also be booked to 110-1930 gain on sale of asset. Required Documents for Sale/Auction of Fixed Assets General Equipment: 1. Surplus document from the board 2. Copy of check with the revenue account code listed 3. Signed/completed disposal form</p>
Fayette County	Strothman & Company	Payroll		Board	<p>Condition and Criteria: During our audit procedures related to payroll testing, we noted that one employee was not paid for the correct amount of time that was reported on their timecard. Based on review of the timecard, the manager incorrectly missed part of the recorded hours when inputting into the system. Cause: The employee's manager missed the hours on the timesheet. Effect: An employee was paid for less hours than they worked during one pay period. Recommendation: We recommend having a control in place to double check the approved timecard with what is entered into the payroll module of MUNIS.</p>		<p>Management agrees and effective immediately, upon completion of each pay period, food service managers will forward all time sheets to the Child Nutrition Office to be reviewed/confirmed with payroll adjustments starting from August 2019 to present and continuing forward. Any errors/corrections will be made at that time.</p>

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Tates Creek ES	Per the 2013 Redbook, "In the event that less than \$100 is on hand to deposit, smaller amounts may be held in a secure location until the earlier of when \$100 is collected or the weekly deposit is made." On one instance a timely deposit was not made. We recommend that all deposits be made by the end of the week to prevent loss of money and to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. Many of the trainings will be presented internally by FCPS' School Accounting Business Trainer; and at least 2 trainings will be presented by Ron Flannery, an external Redbook consultant. Additionally, FCPS' Finance Compliance Officer & the School Accounting Business Trainer will continue to conduct regularly scheduled monitoring visits and training site visits with the bookkeeper to assist and support the bookkeeper with the Redbook guidelines. Documentation of the school visits will be sent to the principal and the applicable District School Director to be aware of any Redbook issues and concerns, as well as, to assist with the enforcement and accountability of the Redbook guidelines, and the District policies and procedures.
Fayette County	Strothman & Company		Expenditures	Tates Creek ES	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were two instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Cardinal Valley ES	Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows: 1 - The invoice total did not match the amount of the approved purchase request We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		Effective immediately, for any corrections/adjustments with the purchase order forms that does not match the standard invoices, the school bookkeeper will notate (in ink) the reason for the differences on the invoice, and have the principal approve by initialling and dating the invoice for the differences. The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance administrator to discuss the audit issues to provide support in correcting the issues of noncompliance. The School Accounting Team consisting of the School Business Trainer, the Financial Analyst, and the Finance Compliance Officer will conduct school site visits (planned and unplanned) throughout the school year to monitor/review the Redbook guidelines. An audit checklists for the schools will be available on the District's website, and a handout on the Redbook guidelines will be provided to the principal and the bookkeeper for staff meetings. .

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Fundraisers	Cardinal Valley ES	There was one fundraiser with a loss of \$56.85. The purpose of fundraising activities is both educational and to increase funding for student activities. As such, fundraisers should be managed to break even at the worst case scenario. We recommend that future fundraiser efforts be monitored to ensure losses are minimized and/or eliminated.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted to ensure compliance with the Redbook. The District will provide a written Redbook Summary Notes to the school principal to distribute during staff meetings. The Redbook Summary Notes will be included on the District's website. The school principal will discuss the fundraising policy at staff meetings and no purchases are permitted until all the fundraising proceeds have been received.
Fayette County	Strothman & Company		Fundraisers	Cardinal Valley ES	Per the 2013 Redbook, "fundraisers cannot be used to supplement a staff account in the school activity fund." We discovered one instance in which a fundraiser was held for the benefit of the staff account. We recommend that all fundraisers be only for the benefit of students to ensure compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. A representative from the Financial Accounting & Benefits Department will communicate to the District Leadership Team that approval is not allowed for any fundraisers for the benefit of staff accounts/activities.
Fayette County	Strothman & Company		Bank Accounts/Bank Statement Reconciliations	Frederick Douglass HS	Per the 2013 Redbook, the principal should "Review the bank statements, signing and dating the front page after review." After reviewing the bank statements it was noted that the principal did not date the statements indicating when the statement had been reviewed. We recommend that the principal add a date when reviewing of the monthly bank statements.		The District will continue to offer Redbok Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring visits will continue to be conducted with the principal and the bookkeeper by the Finance Compliance Officer to review the Redbook guidelines to ensure compliance with the Redbook. During one of the monitoring visits, the Compliance Officer will randomly review a sample of bank statements to confirm the proper sign off. The principal and the bookkeeper have established a work flow routine to ensure the principal's signature and date on the bank statement prior to the bookkeeper receiving the bank statement.
Fayette County	Strothman & Company		Receipts/Revenue	Frederick Douglass HS	Per the 2013 Redbook, "all money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day." There was one instance in which amounts over \$100 were deposited more than one day after collection. We recommend that more timely deposits be made to prevent theft or loss of money and to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. Many of the trainings will be presented internally by FCPS' School Accounting Business Trainer; and at least 2 trainings will be presented by Ron Flannery, an external Redbook consultant. Additionally, FCPS' Finance Compliance Officer & the School Accounting Business Trainer will continue to conduct regularly scheduled monitoring visits and training site visits with the bookkeeper to assist and support the bookkeeper with the Redbook guidelines. Documentation of the school visits will be sent to the principal and the applicable District School Director to be aware of any Redbook issues and concerns, as well as, to assist with the enforcement and accountability of the Redbook guidelines, and the District policies and procedures.

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Frederick Douglass HS	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There were three instances where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Receipts/Revenue	Frederick Douglass HS	Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows: 10 - Multiple receipt form was missing the bookkeeper total 1 - Multiple receipt form was missing the sponsor total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) is also presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.
Fayette County	Strothman & Company		Expenditures	Frederick Douglass HS	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were eight instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Frederick Douglass HS	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There was one instance in which the principal's signature of approval was not present (it was typed). We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Frederick Douglass HS	Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows: 1 - Activity Account was not listed on the F-SA-7 8 - The model procurement section was not completed on the F-SA-7 1 - The payment information section was not documented on the F-SA-7 2 - The approval signatures were not documented on the F-SA-8 We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeeper & other school staff throughout the year. Many of the trainings will be presented internally by FCPS' School Accounting Business Trainer; and at least 2 trainings will be presented by Ron Flannery, an external Redbook consultant. Additionally, FCPS' Finance Compliance Officer & the School Accounting Business Trainer will continue to conduct regularly scheduled monitoring visits and training site visits with the bookkeeper to assist and support the bookkeeper with the Redbook guidelines. Documentation of the school visits will be sent to the principal and the applicable District School Director to be aware of any Redbook issues and concerns, and to assist with the enforcement and accountability of the Redbook guidelines, and the District policies and procedures.
Fayette County	Strothman & Company		Fundraisers	Frederick Douglass HS	There was one fundraiser with a loss of \$34. The purpose of fundraising activities is both educational and to increase funding for student activities. As such, fundraisers should be managed to break even at the worst case scenario. We recommend that future fundraiser efforts be monitored to ensure losses are minimized and/or eliminated.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the Redbook guidelines and to ensure compliance with the guidelines. The District will provide a written Redbook Summary Notes to the school principal to distribute during staff meetings. The Redbook Summary Notes will be included on the District's website. The school principal will discuss the fundraising policy at staff meetings and no purchases are permitted until all the fundraising proceeds have been received.

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Fundraisers	Frederick Douglass HS	<p>Ensure completeness of documentation of the Fundraiser Forms. We discovered instances in which the Fundraiser Forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 6 - The sponsor signature was missing 1 - The principal signature was missing 1 - The profit section was not completely filled out <p>We recommend that documentation of fundraisers be reviewed for completeness and accuracy to adequately support the fundraisers in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Fundraisers	Frederick Douglass HS	<p>Ensure completeness of documentation on fundraiser (F-SA-2B) forms. There was one instance in which this form was not properly completed in its entirety where the inventory section was not documented. We recommend that all fundraiser worksheet be reviewed for completeness and returned to the faculty sponsor if items are incomplete.</p>		<p>The District will continue to offer Redbook Trainings to applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Transfers	Frederick Douglass HS	<p>Two of the inspected transfers were missing one or more approval signatures and one transfer was missing the date of signoff. All transfers should be approved prior to the transfer being made by the sponsor, bookkeeper, and principal and to verify this they should be dated.</p>		<p>The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the transfer documents and other documents to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal, and will put it on the District's website.</p>
Fayette County	Strothman & Company		Ticket Sales	Frederick Douglass HS	<p>Per the 2013 Redbook, "Change or rotate ticket colors with each event." There were five instances where different colored tickets were not used for consecutive events. We recommend that rotating ticket colors are used for consecutive events.</p>		<p>A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>

FY 2018-2019 Management Letter Comments

District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Martin Luther King Jr Acade	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There were four instances where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the process for receipts and other Redbook guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Receipts/Revenue	Martin Luther King Jr Acade	Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows: 16 - Multiple receipt form was missing the bookkeeper total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the school's process for receipts and other Redbook guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Martin Luther King Jr Acade	Per the 2013 Redbook, "Always use a purchase order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees." There was one instance where a purchase request was not present. We recommend using purchase requests for all checks written to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review H31all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Martin Luther King Jr Acade	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were two instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school & district staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Martin Luther King Jr Acade	Per the 2013 Redbook, "Schools are exempt from the payment of sales tax in Kentucky. The only exception is the reimbursing tax on meals and hotel expenses for employees and students during travel for school activity fund purposes." There was one instance where sales tax was reimbursed for a non-qualifying expense. We recommend inspecting invoices to ensure that sales tax is not a part of the total being reimbursed.		A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Martin Luther King Jr Acade	There were three instances where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Transfers	Martin Luther King Jr Acade	Per the 2013 Redbook, "Amounts may be transferred between activity accounts only by proper completion of a Transfer Form." On one instance there was not a Transfer Form present. We recommend that no transfers be made between accounts without the proper documentation and approval.		A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Receipts/Revenue	Jessie Clark MS	Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows: 6 - Multiple receipt form was missing the bookkeeper total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the school's receipts guidelines and other Redbook guidelines and procedures to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Jessie Clark MS	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There was one instance in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the receipts guidelines to ensure compliance with the Redbook. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Fundraisers	Jessie Clark MS	Ensure completeness of documentation on fundraiser (F-SA-2B) forms. There were two instances in which this form was not properly completed in its entirety where the inventory section was not documented. We recommend that all fundraiser worksheet be reviewed for completeness and returned to the faculty sponsor if items are incomplete.		The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Receipts/Revenue	The Academy for Leadershi	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There were two instances where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal H41 by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	The Academy for Leadershi	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>3 - Reason for Collection was not documented on the multiple receipt form</p> <p>9 - Multiple receipt form was missing the bookkeeper total</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Expenditures	The Academy for Leadershi	<p>Per the 2013 Redbook, "The school treasurer shall match up the purchase order, shipping documents (if applicable), and the vendor or standard invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained." On two instances there was not a vendor or standard invoice attached to the purchase request. We recommend no checks be written without having a vendor or standard invoice to support the transaction.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) is also presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.</p>
Fayette County	Strothman & Company		Expenditures	The Academy for Leadershi	<p>The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were five instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	The Academy for Leadershi	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <p>1 - The invoice total did not match the amount of the approved purchase request</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Fundraisers	The Academy for Leadershi	<p>Per the 2013 Redbook, "Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle." On two instances there was not a Fundraiser Worksheet present. We recommend the sponsor complete the form F-SA-2B for each approved fundraiser performed, and report to the principal for review and filing within one week of the completion of the fundraising period or event.</p>		<p>A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Receipts/Revenue	Julius Marks ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>8 - Multiple receipt form was missing the bookkeeper total</p> <p>5 - Multiple receipt form was missing the activity account</p> <p>5 - Multiple receipt form was missing the reason for collection</p> <p>1 - Multiple receipt form did not match deposit slip.</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Julius Marks ES	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were four instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Julius Marks ES	Per the 2013 Redbook, "The school treasurer shall match up the purchase order, shipping documents (if applicable), and the vendor or standard invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained." On two instances there was not a vendor or standard invoice attached to the purchase request. We recommend no checks be written without having a vendor or standard invoice to support the transaction.		A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Julius Marks ES	There were two instances where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to assist in being compliant with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Julius Marks ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 2 - Activity Account was not listed on the F-SA-7 8 - The model procurement section was not completed on the F-SA-7 7 - The check number was no listed on the F-SA-7 6 - Prior approval was not obtained on the F-SA-7 2 - Invoice total di not match the check and/or the F-SA-7 2 - Invoice was not attached to the F-SA-7 <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Transfers	Julius Marks ES	<p>Per the 2013 Redbook, "Amounts may be transferred between activity accounts only by proper completion of a Transfer Form." On three instances there was not a Transfer Form present. We recommend that no transfers be made between accounts without the proper documentation and approval.</p>		<p>The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the transfer documents and other documents to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal, and will put it on the District's website. Communication will be presented to the Principals and District Administrators during the District Leadership Meetings..</p>
Fayette County	Strothman & Company		Receipts/Revenue	Squires ES	<p>Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money." There was one instance where the funds were remitted to the bookkeeper without a Multiple Receipt Form being completed in its entirety. We recommend that teachers/sponsors be advised that the Multiple Receipts Form should be completed for all funds received and turn in by teachers/sponsors.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Squires ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 1 - Multiple receipt form was missing the bookkeeper total 1 - Multiple receipt form was missing the sponsor total <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Expenditures	Squires ES	<p>The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were two instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Expenditures	Squires ES	<p>There was one instance where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to ensure compliance with the Redbook.</p>
Fayette County	Strothman & Company		Expenditures	Squires ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 3 - The model procurement section was not completed on the F-SA-7 <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Fundraisers	Squires ES	Per the 2013 Redbook, "Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle." On three instances there was not a Fundraiser Worksheet present. We recommend the sponsor complete the form F-SA-2B for each approved fundraiser performed, and report to the principal for review and filing within one week of the completion of the fundraising period or event.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) is also presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.
Fayette County	Strothman & Company		Fundraisers	Squires ES	Ensure completeness of documentation of the Fundraiser Forms. We discovered instances in which the Fundraiser Forms were not properly completed in its entirety and the specific issues were as follows: 1 - The profit section was not completely filled out We recommend that documentation of fundraisers be reviewed for completeness and accuracy to adequately support the fundraisers in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) is also presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.
Fayette County	Strothman & Company		Bank Accounts/Bank Statement Reconciliations	Squires ES	Per the 2013 Redbook, the principal should "Review the bank statements, signing and dating the front page after review." After reviewing the June bank statement it was noted that the principal did not date or sign the statement indicating the statement had not been reviewed. We recommend that the principal add a signature and date when reviewing of the monthly bank statements.		The District will continue to offer Redbok Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring visits will continue to be conducted with the principal and the bookkeeper by the Finance Compliance Officer to review the Redbook guidelines to ensure compliance with the Redbook. During one of the monitoring visits, the Compliance Officer will randomly review a sample of bank statements to confirm the proper sign off.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Henry Clay HS	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money." There were five instances where the funds were remitted to the bookkeeper without a Multiple Receipt Form being completed in its entirety. We recommend that teachers/sponsors be advised that the Multiple Receipts Form should be completed for all funds received and turn in by teachers/sponsors.		The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Receipts/Revenue	Henry Clay HS	Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows: 14 - Multiple receipt form was missing the bookkeeper total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Henry Clay HS	Per the 2013 Redbook, "Always use a purchase order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees." There were three instances where a purchase request was not present. We recommend using purchase requests for all checks written to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Henry Clay HS	Per the 2013 Redbook, "The school treasurer shall match up the purchase order, shipping documents (if applicable), and the vendor or standard invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained." On two instances there was not a vendor or standard invoice attached to the purchase request. We recommend no checks be written without having a vendor or standard invoice to support the transaction.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.
Fayette County	Strothman & Company		Expenditures	Henry Clay HS	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were twelve instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Expenditures	Henry Clay HS	There were two instances where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Henry Clay HS	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 1 - The model procurement section was not completed on the F-SA-7 4 - The bookkeeper's signature of review was not present 1 - The purchases information section was not documented on the F-SA-7 <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to all school & district staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Fundraisers	Henry Clay HS	<p>Per the 2013 Redbook, "Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle." On eight instances there was not a Fundraiser Worksheet present. We recommend the sponsor complete the form F-SA-2B for each approved fundraiser performed, and report to the principal for review and filing within one week of the completion of the fundraising period or event.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) is also presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues.</p>
Fayette County	Strothman & Company		Transfers	Henry Clay HS	<p>Per the 2013 Redbook, "Amounts may be transferred between activity accounts only by proper completion of a Transfer Form." On three instances there was not a Transfer Form present. We recommend that no transfers be made between accounts without the proper documentation and approval.</p>		<p>The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the transfer documents and other documents to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal, and will put it on the District's website. Communication will be presented to the Principals and District Administrators during the District Leadership Meetings..</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Transfers	Henry Clay HS	One of the inspected transfers was missing one or more approval signatures. All transfers should be approved prior to the transfer being made by the sponsor, bookkeeper, and principal.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the transfer documents and other documents to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal, and will put it on the District's website.
Fayette County	Strothman & Company		Ticket Sales	Henry Clay HS	Per the 2013 Redbook, "Change or rotate ticket colors with each event." There was one instance where different colored tickets were not used for consecutive events. We recommend that rotating ticket colors are used for consecutive events.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Ticket Sales	Henry Clay HS	Per the 2013 Redbook, "all money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day." There were two instances in which amounts over \$100 were deposited more than one day after collection. We recommend that more timely deposits be made to prevent theft or loss of money and to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Ticket Sales	Henry Clay HS	Ensure completeness of documentation of the Requisition and Report of Ticket Sales Form. We discovered instances in which the Requisition and Report of Ticket Sales Form was not properly completed in its entirety and the specific issues were as follows: 1 - Bookkeeper's signature of review was not listed on the ticket form We recommend that documentation of sales be reviewed for completeness and accuracy to adequately support the sales of tickets in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Policies/Procedures	Henry Clay HS	Per the 2013 Redbook, "Each external support/booster organization must submit an annual financial report for the fiscal year ending June 30 to the principal by July 15." It was noted that the principal did not receive this report by July 15th. We recommend contacting your PTA and making sure that they are aware that such report needs to be submitted in a timely manner and sending follow up requests if the report is not received.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper, principal and the athletic director by the Finance Compliance Officer to review the external booster documents to ensure compliance with the Redbook and District policies and procedures. The Finance Department will work with the District's Athletic Department to provide information related to the Redbook guidelines and the district policies for external booster groups.
Fayette County	Strothman & Company		Fundraisers	Picadome ES	Ensure completeness of documentation of the Fundraiser Forms. We discovered instances in which the Fundraiser Forms were not properly completed in its entirety and the specific issues were as follows: 1 - The principal signature was missing 1 - The profit section was not completely filled out We recommend that documentation of fundraisers be reviewed for completeness and accuracy to adequately support the fundraisers in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Credit Cards	Picadome ES	Ensure completeness of documentation of the Credit Card Log. We discovered instances in which the credit card log was not properly completed in its entirety. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook.
Fayette County	Strothman & Company		Transfers	Picadome ES	One of the inspected transfers was missing one or more approval signatures. All transfers should be approved prior to the transfer being made by the sponsor, bookkeeper, and principal.		The District will continue to offer Redbook Trainings to the applicable school staff throughout the year. A required meeting will also be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review the transfer documents and other documents to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal, and will put it on the District's website.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	William Wells Brown ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 2 - Activity Account was not listed on the multiple receipt form 10 - Multiple receipt form was missing the bookkeeper total 8 - No independent verification of the deposit slip by an employee other than the bookkeeper <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Expenditures	William Wells Brown ES	<p>The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were two instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Expenditures	William Wells Brown ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 3 - Activity Account was not listed on the F-SA-7 9 - The model procurement section was not completed on the F-SA-7 3 - The requester's signature was not present on the F-SA-7 (it was typed) <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Dixie Magnet ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>2 - Multiple receipt form was missing the bookkeeper total</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Expenditures	Dixie Magnet ES	<p>The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There was one instance in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.</p>
Fayette County	Strothman & Company		Expenditures	Dixie Magnet ES	<p>There was one instance where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements receipts guidelines to ensure compliance with the Redbook.</p>
Fayette County	Strothman & Company		Expenditures	Dixie Magnet ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <p>1 - Purchase request information was not documented on the F-SA-7</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company	Inventory		Winburn MS	The required monthly inventory reporting (F-SA-5) were not completed for the inventory. We recommend that the required monthly inventory reporting be completed on a monthly basis for all accounts with inventories.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook.
Fayette County	Strothman & Company		Receipts/Revenue	Winburn MS	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There was one instance where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Receipts/Revenue	Winburn MS	Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows: 1 - Reason for Collection was not documented on the multiple receipt form 5 - Multiple receipt form was missing the bookkeeper total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Expenditures	Winburn MS	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There were two instances in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Winburn MS	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 3 - Purchase request date was not documented on the F-SA-7 1 - The requester's signature was not present on the F-SA-7 (it was typed) <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Fundraisers	Winburn MS	<p>Per the 2013 Redbook, "Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle." On two instances there was not a Fundraiser Worksheet present. We recommend the sponsor complete the form F-SA-2B for each approved fundraiser performed, and report to the principal for review and filing within one week of the completion of the fundraising period or event.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Ticket Sales	Winburn MS	<p>Ensure completeness of documentation of the Requisition and Report of Ticket Sales Form. We discovered instances in which the Requisition and Report of Ticket Sales Form was not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 1 - Date of event was not listed on the ticket form <p>We recommend that documentation of sales be reviewed for completeness and accuracy to adequately support the sales of tickets in the School Activity Funds.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to ensure compliance with the Redbook.</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Policies/Procedures	Winburn MS	Per the 2013 Redbook, "Each external support/booster organization must submit an annual financial report for the fiscal year ending June 30 to the principal by July 15." It was noted that the principal did not receive this report by July 15th. We recommend contacting your PTA and making sure that they are aware that such report needs to be submitted in a timely manner and sending follow up requests if the report is not received.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper, principal and the athletic director by the Finance Compliance Officer to review the external booster documents to ensure compliance with the Redbook and District policies and procedures. The Finance Department will work with the District's Athletic Department to provide information related to the Redbook guidelines and the district policies for external booster groups.
Fayette County	Strothman & Company		Policies/Procedures	Deep Springs ES	Per the 2013 Redbook, "Each external support/booster organization must submit an annual financial report for the fiscal year ending June 30 to the principal by July 15." It was noted that the principal did not receive this report by July 15th. We recommend contacting your PTA and making sure that they are aware that such report needs to be submitted in a timely manner and sending follow up requests if the report is not received.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper, principal and the athletic director by the Finance Compliance Officer to review the external booster documents to ensure compliance with the Redbook and District policies and procedures. The Finance Department will work with the District's Athletic Department to provide information related to the Redbook guidelines and the district policies for external booster groups.
Fayette County	Strothman & Company		Receipts/Revenue	Deep Springs ES	There were two instances in which the multiple receipt form was unable to be located. We recommend that the bookkeeper ensures that all supporting documentation is completed and retained.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook.
Fayette County	Strothman & Company		Receipts/Revenue	Deep Springs ES	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There were two instances where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Deep Springs ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>1 - Activity Account was not listed on the multiple receipt form</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Receipts/Revenue	Deep Springs ES	<p>Per the 2013 Redbook, "An employee, other than the person preparing the deposit slip, shall verify the amount of the deposit ticket agrees with the amount of receipts recorded in the ledger sheets and that the deposit ticket has been validated by the bank." On one instance there was no independent verification of the deposit slip. We recommend having an employee, other than the person preparing the deposit slip, to verify the deposit tickets.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools.</p>
Fayette County	Strothman & Company		Expenditures	Deep Springs ES	<p>Per the 2013 Redbook, "Always use a purchase order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees." There were five instances where a purchase request was not present. We recommend using purchase requests for all checks written to be in compliance with the Redbook.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters and other redbook procedures will be included on the District's website to support the schools.</p>

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Fayette County	Strothman & Company		Expenditures	Deep Springs ES	Per the 2013 Redbook, "The school treasurer shall match up the purchase order, shipping documents (if applicable), and the vendor or standard invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained." On one instance there was not a vendor or standard invoice attached to the purchase request. We recommend no checks be written without having a vendor or standard invoice to support the transaction.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements and receipts guidelines to ensure compliance with the Redbook.
Fayette County	Strothman & Company		Expenditures	Deep Springs ES	The 2013 Redbook states that "the purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated". There was one instance in which the date of approval was not documented and/or the date of disbursement superseded the date of approval. We recommend that all purchase orders be completed and approved prior to placing orders with vendors in order to be in compliance with the Redbook.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook. The District will provide written Redbook documentation to the school principal to distribute during staff meetings. The Redbook information will be included on the District's website, as another reference tool.
Fayette County	Strothman & Company		Expenditures	Deep Springs ES	There was one instance where the invoice amount and check amount did not agree. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Deep Springs ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 4 - The model procurement section was not completed on the F-SA-7 4 - The requester's signature was not present on the F-SA-7 (it was typed) 1 - The payment information section was not documented on the F-SA-7 <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable.</p>
Fayette County	Strothman & Company		Bank Accounts/Bank Statement Reconciliations	Athens-Chilesburg ES	<p>Per the 2013 Redbook, "Each month the bank statement shall be e-mailed directly (if electronically) or opened (if mailed or picked up) by the principal prior to the treasurer having access to it." It was noted that the bookkeeper accesses the bank statements electronically prior to the principal's signoff. We recommend that bookkeeper does not have access to the bank statements until after the principal has reviewed them.</p>		<p>The District will continue to offer Redbok Trainings to the applicable school staff throughout the year. A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring visits will continue to be conducted with the principal and the bookkeeper by the Finance Compliance Officer to review the Redbook guidelines to ensure compliance with the Redbook. During one of the monitoring visits, the Compliance Officer will randomly review a sample of bank statements to confirm the proper sign off, and the appropriate access.</p>
Fayette County	Strothman & Company		Receipts/Revenue	Southern ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <ul style="list-style-type: none"> 2 - Activity Account was not listed on the multiple receipt form 2 - Multiple receipt form was missing the bookkeeper total 1 - Multiple receipt form was missing the sponsor total 3 - Multiple receipt form was missing the sponsor signature <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Expenditures	Southern ES	Per the 2013 Redbook, "Always use a purchase order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees." There was one instance where a purchase request was not present. We recommend using purchase requests for all checks written to be in compliance with the Redbook.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review the disbursements guidelines to ensure compliance with the Redbook.
Fayette County	Strothman & Company		Expenditures	Southern ES	Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows: 1 - Activity Account was not listed on the F-SA-7 4 - The requester's signature was not present on the F-SA-7 (it was typed) We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable.
Fayette County	Strothman & Company		Fundraisers	Southern ES	Per the 2013 Redbook, "Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle." On one instances there was not a Fundraiser Worksheet present. We recommend the sponsor complete the form F-SA-2B for each approved fundraiser performed, and report to the principal for review and filing within one week of the completion of the fundraising period or event.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper guidelines for the use and completion of the Fundraiser Worksheet and other redbook procedures will be included on the District's website to support the schools.
Fayette County	Strothman & Company		Receipts/Revenue	Ashland ES	There were two instances in which the multiple receipt form was unable to be located. We recommend that the bookkeeper ensures that all supporting documentation is completed and retained.		A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper by the Finance Compliance Officer to review all the disbursements and receipts guidelines to ensure compliance with the Redbook.

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District	Auditor	General Comment	Redbook Comment	Name of School	Audit Comment	Repeat Comment (R)	District Response
Fayette County	Strothman & Company		Receipts/Revenue	Ashland ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>6 - Multiple receipt form was missing the student's names/signature We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools.</p>
Fayette County	Strothman & Company		Expenditures	Ashland ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <p>1 - The model procurement section was not completed on the F-SA-7 We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable.</p>
Fayette County	Strothman & Company		Receipts/Revenue	Sandersville ES	<p>Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There was one instance where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.</p>		<p>A required meeting with the principal, the bookkeeper, and the Associate Director will be scheduled to discuss the audit issues; to clear up any misunderstandings; and to correct the audit findings. The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>

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Fayette County	Strothman & Company		Receipts/Revenue	Sandersville ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>3 - Multiple receipt form was missing the bookkeeper total We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Expenditures	Sandersville ES	<p>Ensure completeness of documentation on purchase requests. We discovered instances in which the purchase order (F-SA-7) and standard invoice (F-SA-8) forms were not properly completed in its entirety and the specific issues were as follows:</p> <p>4 - The requester's signature was not present on the F-SA-7 (it was typed) We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters will be included on the District's website to support the schools.</p>
Fayette County	Strothman & Company		Transfers	Sandersville ES	<p>One of the inspected transfers was missing one or more approval signatures. All transfers should be approved prior to the transfer being made by the sponsor, bookkeeper, and principal.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review and monitor the transfer documents and procedures to ensure compliance with the Redbook. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Policies/Procedures	Sandersville ES	<p>Per the 2013 Redbook, "Each external support/booster organization must submit an annual financial report for the fiscal year ending June 30 to the principal by July 15." It was noted that the principal did not receive this report by July 15th. We recommend contacting your PTA and making sure that they are aware that such report needs to be submitted in a timely manner and sending follow up requests if the report is not received.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper, principal and the athletic director by the Finance Compliance Officer to review the external booster documents to ensure compliance with the Redbook. The Finance Department will work with the District's Athletic Department to provide information related to the Redbook guidelines and the district policies for external booster groups.</p>

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Fayette County	Strothman & Company		Receipts/Revenue	James Lane Allen ES	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money." There was one instance where the funds were remitted to the bookkeeper without a Multiple Receipt Form being completed in its entirety. We recommend that teachers/sponsors be advised that the Multiple Receipts Form should be completed for all funds received and turn in by teachers/sponsors.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .
Fayette County	Strothman & Company		Receipts/Revenue	James Lane Allen ES	Per the 2013 Redbook, "all money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day." There were two instances in which amounts over \$100 were deposited more than one day after collection. We recommend that more timely deposits be made to prevent theft or loss of money and to be in compliance with the Redbook.		The District will continue to offer Redbook Trainings to all school & district staff throughout the year. Many of the trainings will be presented internally by FCPS' School Accounting Business Trainer; and at least 2 trainings will be presented by Ron Flannery, an external Redbook consultant. Additionally, FCPS' Finance Compliance Officer & the School Accounting Business Trainer will continue to conduct regularly scheduled monitoring visits and training site visits with the bookkeeper to assist and support the bookkeeper with the Redbook guidelines. Documentation of the school visits will be sent to the principal and the applicable District School Director to be aware of any Redbook issues and concerns, as well as, to assist with the enforcement and accountability of the Redbook guidelines, and the District policies and procedures.
Fayette County	Strothman & Company		Receipts/Revenue	James Lane Allen ES	Per the 2013 Redbook, "teachers, sponsors, or students shall use the Multiple Receipt Form or pre-numbered receipts when collecting money. Students third grade and above must sign the Multiple Receipt Form." There was one instance where the students did not sign their own name. We recommend that teachers be advised that the students are required to sign the multiple receipts form themselves when funds are collected from students.		The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .

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Fayette County	Strothman & Company		Receipts/Revenue	James Lane Allen ES	<p>Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered instances in which these forms were not properly completed in their entirety and the specific issues were as follows:</p> <p>1 - Activity Account was not listed on the multiple receipt form</p> <p>We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.</p>		<p>The District will continue to offer Redbook Trainings to the school principal, bookkeepers & other applicable school staff throughout the year. The Finance Compliance Officer will also continue to have monitoring visits with the principal, and the bookkeeper to ensure compliance with all Redbook & District Policies & Procedures. The applicable School Director will be informed and involved with all non-compliance Redbook and District issues to hold the principals accountable. Redbook reference tools, such as a powerpoint, handouts, emails, newsletters related to the proper use and completion of the Multiple Receipt Form and other redbook procedures will be included on the District's website to support the schools. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>
Fayette County	Strothman & Company		Expenditures	James Lane Allen ES	<p>It was noted that on one instance the invoice were paid after its due date. To ensure timely payment of all financial responsibilities, all invoices should be paid on or before their listed due date.</p>		<p>The School Activity Funds Analyst will review the school's outstanding invoices via the EPES web based accounting system on a monthly basis and will send the report to the school bookkeeper to process payments for all their financial responsibilities.</p>
Fayette County	Strothman & Company		Transfers	James Lane Allen ES	<p>One of the inspected transfers was not approved prior to the transfer. All transfers should be approved prior to the transfer being made by the sponsor, bookkeeper, and principal.</p>		<p>A required meeting will be scheduled with the principal, the bookkeeper, and a finance officer to follow up and discuss the audit issues to resolve the issues. Additionally, monitoring site visits will continue to be conducted with the bookkeeper and the principal by the Finance Compliance Officer to review and monitor the transfer documents and procedures to ensure compliance with the Redbook. Communication (written & verbal) will also be presented to the Principals & District Administrators during their designated District Leadership Meetings to discuss Redbook issues and to provide continued support to correct the issues .</p>