

**OWEN COUNTY  
SCHOOL DISTRICT**

MANAGEMENT LETTER  
COMMENTS

YEAR ENDED JUNE 30, 2019

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AMERICAN INSTITUTE OF CPAs  
KENTUCKY SOCIETY OF CPAs

Kentucky State Committee for School District Audits and  
Members of the Board of Education  
Owen County School District  
Owenton, Kentucky

In planning and performing our audit of the financial statements of Owen County School District for the year ended June 30, 2019, we considered the District's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of certain matters that are an opportunity for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. A separate report dated November 8, 2019 contains our report on the District's internal control structure. This letter does not affect our report dated November 8, 2019 on the financial statements of the District.

We will review the status of our comments during our next audit engagement. We have already discussed the comments and suggestions with various District personnel, and their implementation is currently being reviewed. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended solely for the information and use of management, members of the board of education, the Kentucky Department of Education, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

*Stiles, Carter & Associates, CPAs, P.S.C.*  
Stiles, Carter & Associates, CPAs, P.S.C.  
Bardstown, Kentucky  
November 8, 2019

**OWEN COUNTY SCHOOL DISTRICT**

**MANAGEMENT LETTER COMMENTS**

JUNE 30, 2019

**PRIOR YEAR UNCORRECTED COMMENTS**

None noted.

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**CURRENT YEAR COMMENTS**

**MAURICE BOWLING MIDDLE SCHOOL**

**TICKET SALES**

We noted during review of ticket sales that the Requisition and Report of Ticket Sales forms (F-SA-1) that were submitted for the volleyball game held on 9/4/18 and the girls' basketball game held on 10/25/18, did not include the initials of the ticket seller in columns C or E of the form. Redbook requires that the individual that sells tickets for school events initial in both columns C and E stating that he/she sold tickets for the event reported on the form.

**Management's Response:**

Retrained personnel to fill out the form completely as required by Redbook.

**ANNUAL FINANCIAL REPORT**

We noted that the Annual Financial Report (F-SA-15A) that was on file for the 2018-2019 fiscal year was not signed as being approved by the school's principal or as being prepared by the school's bookkeeper. Redbook requires that the Annual Financial Report be signed and submitted to the board by July 25th.

**Management's Response:**

Did not know this form needed to be filled out until Auditors requested it. Activity Budget form F-SA-3 was completed and sent to SBDM for approval. Will be sure to have this form completed in the future.