

**BREATHITT COUNTY SCHOOL DISTRICT  
TECHNICAL PROPOSAL FOR  
PROFESSIONAL AUDITING SERVICES  
June 30, 2019**

RFH PLLC  
300 West Vine Street, Suite 800  
Lexington, Kentucky 40507

Contact Person:  
Heather R. Cochran, Partner  
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Submitted: February 26, 2019

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February 26, 2019

Stacey C. McKnight  
Breathitt County Schools  
PO Box 750  
Jackson, Kentucky 41339

Dear Ms. McKnight:

We are pleased to respond to the Breathitt County Board of Education's request for proposal for audit services for the fiscal years ending June 30, 2019. The following information describes our understanding of the proposed services:

- a) We will perform an audit of the Breathitt County School District's financial statements as of June 30, 2019, in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, formally known as the provisions of Office Management and Budget Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations), the audit requirements prescribed by the Kentucky State Committee for School District Audits (SCSDA) in Appendix I of the Independent Auditor's Contract – General Audit Requirements, Appendix II of the Independent Auditors' Contract – State Audit Requirements and Appendix III to the Independent Auditor's Contract – Electronic Submission. The audit will be conducted in compliance with KRS 156.255-156.295 and other applicable sections of the Kentucky Revised Statutes. The audit will cover all accounts of the Board of Education including activity funds at all schools. We will also prepare a report on compliance on internal control over financial reporting and issue a management letter, including recommendations to improve internal controls for each audit conducted. We will assist the District in financial statement and note preparation.

We have included in our proposal information about our firm and personnel, our audit approach and work plan. Below we have included additional information about our firm and our enclosed proposal.

We are a Lexington firm organized as a PLLC in the Commonwealth of Kentucky. We are properly licensed as a firm of Certified Public Accountants to practice accounting in the Commonwealth of Kentucky.

We have undergone Peer Review as required by the Kentucky Society of Certified Public Accountants and the American Institute of Certified Public Accountants and passed without qualification. Our most recent peer review included a review of specific school district engagements. We have not been subjected to any enforcement actions.


No disciplinary action has been taken against our firm or any partner or staff member who may be assigned to this audit in the past three years.

We have quality control procedures in place in accordance with the requirements of the Government Audit Quality Center of the American Institute of Certified Public Accountants.

Based upon our firm's extensive background with local governments, including school districts and other governmental entities receiving state and federal funding, we are well qualified to perform a competent and efficient audit. All audit staff have significant experience and are well versed in all applicable auditing, governmental and Redbook standards. We have multiple senior level personnel with experience auditing school districts. We have performed multiple engagements for our over 150 local governmental entities. In addition, various firm personnel attend training offered by the Kentucky Department of Education each year.

We appreciate this opportunity to submit this proposal.

Sincerely,

A handwritten signature in dark ink, appearing to read "Heather R. Cochran". The signature is fluid and cursive, with the first name "Heather" being more prominent.

Heather R. Cochran, CPA  
RFH, PLLC

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**A. FIRM BACKGROUND**

RFH, PLLC (formerly known as Ray, Foley, Hensley & Company, PLLC) is a local firm of Certified Public Accountants and Consultants located in Lexington, Kentucky, with a satellite office in Louisville. The firm is registered as a Certified Public Accounting Firm with the Kentucky State Board of Accountancy. All licensed personnel are members of the American Institute of Certified Public Accountants and the Kentucky Society of Certified Public Accountants.

RFH, PLLC is organized as follows:

5	Members of the Firm
23	Professional Staff
5	Clerical and Administrative Staff

The members and staff of RFH, PLLC have extensive combined public accounting experience gained as partners, associates or staff of public accounting firms.

RFH, PLLC is known for our concern for quality and personal attention. The firm closely coordinates the performance of its audit, tax, accounting, management advisory services and consulting services. We assign a partner to every engagement, not simply for liaison, but for active involvement and supervision of the work. This personal attention by senior management results in more sensitive and immediate attention to client needs.

Our firm maintains a rigorous quality control system. We are continually reviewing our quality control system to insure independence, integrity and objectivity; proper personnel management and supervision; acceptance and continuance of clients and engagements; and monitoring of our system. Our firm participates in the American Institute of Certified Public Accountants (AICPA) "Peer Review Program" and, accordingly, undergoes periodic external peer review. During our most recent peer review, we passed without qualification. We have enclosed a copy of that report.

We are independent with respect to the Breathitt County Board of Education in accordance with the objectivity and independence standards of the Code of Professional Conduct of the American Institute of Certified Public Accountants.

With RFH, you will get:

- The third largest firm in Lexington by number of CPA's, based upon the January 2018 edition of *Business Lexington*.
- A firm that is committed to serving the public interest in local governments across the Commonwealth of Kentucky.
- A firm with extensive experience auditing numerous county governments, municipalities and other governmental entities (including school districts).
- A firm that has well over 20,000 hours of auditing local governmental units and non-profit organizations in compliance with **Government Auditing Standards** and the Uniform Guidance over the past three years.
- A firm with the resources and personnel structure to have multiple experienced teams in varying locations when needed.
- Members of the AICPA Governmental Audit Quality Control Center.
- A firm with two partners and a manager that have earned the **Certified Government Financial Manager** designation.

**We perform 25-35 Uniform Guidance Audits each year for school districts, cities, health departments, fiscal courts, water districts and non-profit organizations.**

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**A. FIRM BACKGROUND, Continued**

**Professional Staff**

RFH, PLLC is qualified as a Certified Public Accounting Firm and is on the registry of the Kentucky State Board of Accountancy. All RFH CPAs are licensed in the State of Kentucky and the firm remains in good standing with the Kentucky State Board of Accountancy.

RFH is large enough to handle any of our engagements without having to subcontract or outsource any of our audit work.

The following upper level professional staff have direct fieldwork experience with governmental engagements:

Heather Cochran, CPA/CGFM/MACC	Partner
Bradley J. Hayes, CPA/CGFM	Partner
Andrew W. DeMoss, CPA	Partner
Kelly Stamper, CPA	Manager
Tyler Fallin, CPA/CFE/MSACC	Manager
Kevin Fisher, CPA/CGFM	Manager

Additional staff associates, with governmental experience, are available to assist the above upper level professionals. The Lexington office presently has 9 other staff members with governmental experience available to assist. All staff receives the appropriate level of continued professional education in accordance with standards.

**B. EXPERIENCE**

Our firm and associates have extensive experience auditing various school districts in Kentucky. In addition, we have extensive experience performing audits of various governmental and non-profit agencies that receive federal and state financial assistance. Below we have listed three school district references for which we have conducted audits in accordance with governmental auditing standards in the past three years:

References:

Franklin County School District  
190 Kings Daughter Drive #300  
Frankfort, Kentucky 40601  
Lesley Wade  
502-695-6700

Green County School District  
402 E Hodgenville Ave  
Greensburg, Kentucky 42743  
Will Hodges  
270-932-6601

Anderson County School District  
1160 Bypass North  
Lawrenceburg, Kentucky 40342  
Sheila Mitchell  
502-839-3406

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**B. EXPERIENCE, Continued**

The following are representative clients for which we perform audits in accordance with governmental auditing standards and Uniform Guidance (if applicable):

<b>Franklin County School District (FY 2016-2018)</b>	<b>Cumberland County School District (FY 2016)</b>
<b>Green County School District (FY 2016-2018)</b>	<b>Clinton County School District (FY 2016)</b>
<b>Anderson County School District (FY 2014-2017)</b>	<b>Kentucky River Area Development District</b>
<b>Pulaski County School District (FY 2016)</b>	<b>Buffalo Trace Area Development District</b>
<b>City of Newport</b>	<b>Campbell County Fiscal Court</b>
<b>City of Somerset</b>	<b>The Methodist Home of Kentucky</b>
<b>City of Liberty</b>	<b>Hardin County Water District</b>
<b>City of Cynthiana</b>	<b>Lexington-Fayette Urban Co. Health Dept.</b>
<b>City of Georgetown</b>	<b>Bracken County Health Department</b>
<b>City of Danville</b>	<b>Kentucky River Foothills Development Council</b>
<b>City of Frenchburg</b>	<b>Lexington Center Corporation</b>
<b>City of Paris</b>	<b>LKLP Community Action Council, Inc.</b>
<b>City of Versailles</b>	<b>City of Jeffersonville</b>
<b>City of Clay City</b>	<b>City of Wilmore</b>

(Indicates audits subject to Uniform Guidance)

**C. AUDIT APPROACH**

Our firm's Quality Control Policy defines our audit approach to consist of the use of checklists and other tools to document audit planning and analytical procedures, establishing materiality levels, documenting internal control structure and assessing control risk, sampling techniques, documenting and collecting evidence, and testing EDP (electronic data processing) controls. Audit planning includes evaluation of the audit entity, our expertise and staffing, background information on the entity, review of internal control structure, preliminary analytical review, materiality and risk.

**Audit Objectives**

- To ensure fair presentation of the financial statements.
- To ensure compliance with all applicable laws and regulations that could have a material effect on the financial statements.

**Analytical Procedures**

- We will perform preliminary analytical procedures to identify any unusual balances.
- Analytical procedures will include a comparison of prior year to current year balances and budget to actual balances with significant variances being further investigated.
- At the completion of fieldwork, we will perform final analytical procedures comparing any significant balance changes.

**Establishing Materiality Levels**

- We will determine a planning level of materiality based on a comparison of total revenues and total assets. We will then judgmentally determine individually significant items, which will warrant additional attention.

**Internal Control Structure and Control Risk**

- We will review the internal control structure and environment to determine the adequacy of the system to provide a basis for reliance thereon for the performance and timing of audit procedures to be applied.
- We will document the internal control structure through detailed questionnaires and checklists to first identify the basic components of the system, the procedures and documents used, and the personnel assigned to complete those tasks.

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**C. AUDIT APPROACH, Continued**

**Audit Plan and Programs**

- We will use audit programs designed to satisfy appropriate financial statement assertions.

**Sampling Techniques**

- We will select random samples to test account balances and compliance with laws and regulations.
- We will use a third party created computer program to generate our random samples.
- Samples will be drawn based on established criteria and over the entire universe. We will set the parameters of the sample and the program will generate our sample for testing. Our sample size will be derived from our risk assessment and any known errors. Under normal circumstances, our sample size will range from 25 to 60 items, with additional items pulled if errors are noted.
- We will also review large and unusual items when noted.

**Testing Compliance with Laws and Regulations**

- During the planning stage, we will review applicable regulations for the District to ensure proper testing is completed. This will include testing of governmental and Redbook regulations.
- Our detailed tests of account balances or transactions will also test those selected for compliance with applicable laws and regulations, including the Uniform Guidance.

**Documenting and Collecting Evidence**

- Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.

**Testing EDP General and Application Controls**

- Through our detailed transaction testing and internal control testing, we will obtain an understanding of EDP controls and test for compliance with such controls, as considered necessary.

**Information and Data Sources**

- We will obtain source data from various sources throughout the audit processes. We will obtain documentation of significant processes within the District including billings, collections, and payroll.
- We will utilize spreadsheets prepared by the District and extrapolate information as available.
- We will obtain a detail general ledger, trial balance, and details of accounts receivable and payable as of the end of the year. We will also review year-end bank statements, payroll records, billing and collection details and complete tests to determine completeness and validity.

**Developing Reports**

- We will prepare the financial statements and related notes.
- Reports will be developed and clearly organized for presentation.
- We will present an Independent Auditors' Report on the financial statements.
- We will present a report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with **Government Auditing Standards**.
- We will present a report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.
- We will prepare a management letter, which will include any observations and recommendations for the District.
- Prior to issuance of the report we will provide a draft of the audit report and appropriate letters to the appropriate level of personnel.
- We will hold an exit conference upon the conclusion of fieldwork with the appropriate personnel, as considered necessary.
- Bound copies of the report will be provided to the District and the completed report will be presented to the Board of Education.



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**D. INDIVIDUAL STAFF QUALIFICATIONS AND EXPERIENCE**

RFH assigns personnel to engagements based upon experience and professional attainment of the staff and the client complexity and the condition and availability of client records. Our firm has a staff of more than eighteen professionals other than partners we can choose from. Our firm has experienced relatively low turnover in audit staff since our formation in 2004. This has allowed the firm to maintain continuity of staff on engagements from year to year resulting in higher quality service to clients.

The firm closely coordinates the performance of its audit, accounting and management advisory services. We assign a partner to every engagement, not simply for liaison, but for active supervision of the work. This personal attention by senior management results in more sensitive and immediate attention to clients' needs and problems.

We presently are planning to assign the following personnel to this engagement:

Heather Cochran, CPA/CGFM	Partner
Kevin Fisher, CPA, CGFM	Manager
Tim Furbush	Staff

Brief résumés for each of the audit personnel are attached to detail their qualifications and continuing professional education. All persons conducting work on the audit meet all independence requirements with respect to the Breathitt County School District.

Additional audit staff with similar qualifications and experience will be utilized as needed. Our governmental audit staff consists of the following:

- 3 Partners
- 3 Managers
- 3 Senior Staff
- 9 Staff Accountants

The depth of our audit staff allows us to have multiple audit teams performing work on various governmental engagements simultaneously. We work closely with each client to coordinate a mutually agreed upon time for audit fieldwork and we manage our resources closely to ensure that each client's deadlines are met.

**E. SCOPE AND TIMING OF SERVICES**

RFH will coordinate with District staff a mutually agreed upon schedule for the audit. We typically expect to begin preliminary audit fieldwork in July and would complete the audit prior to the audit deadline. We anticipate providing a draft of the audit report at least two weeks prior to the audit deadline, to give District staff sufficient time to review the audit and any findings related to the audit.

The audit will include an audit of Redbook compliance.

We will assist with the financial statement and note preparation. We will provide at least 10 paper copies of the annual audited financial statements and written comments to the Breathitt County Board of Education and will provide one electronic copy and paper copy to the State Committee for School District Audits (SCSDA).

The audits will include, under a separate cover letter, any suggestions for improvements other than those non-compliances which have to be placed in the audit report.

The audits shall be presented to the Superintendent and Treasurer for review. The Superintendent will schedule a board meeting for review of the audit, and we will send a representative from our firm to the board meeting, if so requested.

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**E. SCOPE AND TIMING OF SERVICES, Continued**

One copy of the audit report, along with the Data Collection Form, shall be submitted by the Auditor, directly to the Single Audit Clearinghouse, as prescribed in the Uniform Grant Guidance. We will input data into the electronic report for review by the district and submit to the district a completed hard copy of the data collection form to be signed and submitted by the district.

The audit report will be submitted to the Kentucky Department of Education by the close of business on November 15, 2019.

**F. PROPOSED FEE**

See completed proposal form for proposed fees for the Fiscal Year 2019, 2020, 2021 and 2022 audits.

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**HEATHER R. COCHRAN, CPA, CGFM, MACC**

**POSITION:** Partner

**PROFESSIONAL  
EXPERIENCE:** RFH, PLLC  
July 2005 - Date

**REPRESENTATIVE  
CLIENTS:**

Marion County School District  
Anderson County School District  
Pulaski County School District  
Cumberland County School District  
City of Berea  
City of Versailles  
City of Somerset  
City of Frenchburg  
City of Brooksville  
City of Jamestown

Franklin County School District  
Clinton County School District  
Green County School District  
City of Covington  
City of Georgetown  
City of Newport  
City of Wilmore  
City of Jeffersonville  
City of Carlisle  
City of Millersburg

*\*School district audits above include Uniform Guidance and School Activity Fund audits\*  
Heather has over six years of School Activity Fund audit experience.*

***Indicates Uniform Guidance audit (Single Audit).***

**PROFESSIONAL  
ACCOMPLISHMENTS:**

Graduated from Transylvania University in May 2005 with a Bachelor of Arts in Accounting.

Graduated from Auburn University in December 2016 with a Master's in Accountancy.

Licensed as a CPA in Kentucky in July 2006.

Licensed as a Certified Government Financial Manager (CGFM) in August 2012.

Member of the American Institute of Certified Public Accountants and Kentucky Society of Certified Public Accountants (KYCPA).

Served on KYCPA Membership Committee.

Served on KYCPA Accounting Careers Committee.

Served on KYCPA Governmental Committee, including chair of the committee.

Current KYCPA Board Member.

Completed KYCPA Leadership Academy.

Received Distinguished Student Award from Auburn University April 2016.

**CONTINUING  
EDUCATION:**

Completed over 96 hours of accounting and auditing continuing professional education during the past two years including over 50 hours of governmental CPE.

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**KEVIN FISHER, CPA, CGFM**

**POSITION:** Manager

**PROFESSIONAL  
EXPERIENCE:** RFH, PLLC  
January 2012 – Date

**REPRESENTATIVE  
CLIENTS:**

**Franklin County School District  
Green County School District  
Anderson County School District  
Cumberland County School District  
City of Paris  
City of La Grange  
City of Clay City**

**City of Newport  
City of Somerset  
Wesley Village  
City of Millersburg  
City of Brooksville  
City of Frenchburg**

*\*School district audits above include Uniform Guidance and School Activity Fund audits\*  
Kevin has over 6 years of School Activity Fund audit experience.*

***Indicates Uniform Guidance audit (Single Audit).***

**PROFESSIONAL  
ACCOMPLISHMENTS:** Graduated from Transylvania University in May of 2005 with a Bachelor  
of Science in Business Administration.

Completed 21 hours of accounting at Morehead State University during  
2010-2011.

Licensed as a CPA in Kentucky in August 2013.

Member of the American Institute of Certified Public Accountants  
(AICPA) and Kentucky Society of Certified Public Accountants  
(KYSCPA).

Licensed as a Certified Government Financial Manager (CGFM) in  
August 2018.

**CONTINUING  
EDUCATION:** Completed over 80 hours of accounting and auditing continuing  
professional education during the past two years. Attended the Kentucky  
Department of Education Finance Officer/Auditor workshop the last three  
years and completed almost 70 hours of governmental CPE.

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**Tim Furbush**

**POSITION:** Staff Accountant

**PROFESSIONAL  
EXPERIENCE:** RFH, PLLC  
August 2016 – Date

**REPRESENTATIVE  
CLIENTS:**

**Franklin County School District  
Green County School District  
Cumberland County School District  
Pulaski County School District  
Anderson County School District  
City of Newport**

**City of Versailles  
City of La Grange  
City of Cynthiana  
City of Covington**

*\*School district audits above include Uniform Guidance and School Activity Fund audits\*  
Tim has over 3 years of School Activity Fund audit experience.*

***Indicates Uniform Guidance audit (Single Audit)***

**PROFESSIONAL  
ACCOMPLISHMENTS:**

Graduated from Western Kentucky University in December of 2015 with  
a Bachelor of Science in Accounting.

Member of the Kentucky Society of Certified Public Accountants  
(KYSCPA).

**CONTINUING  
EDUCATION:**

Completed over 80 hours of accounting and auditing continuing  
professional education during the past two years including attendance at  
the Kentucky Department of Education Finance Officer/Auditor workshop  
and over 70 hours of governmental CPE.

**THIS CERTIFICATE MUST BE EXECUTED BY BIDDER**

Firm Name RFH, PLLC

Address 300 West Vine St., Suite 800

Lexington, KY 40507

Telephone 859-231-1800

Signature 

Date February 26, 2019

Printed Name Heather R. Cochran, CPA Title Partner

## AUDIT COST SCHEDULE

The accounting firm of RFH, PLLC, submits the following proposed fee for the audits of the following fiscal years:

Fiscal Year Ending June 30, 2019 -- Audit Cost not to exceed \$ 16,500.00

Fiscal Year Ending June 30, 2020 -- Audit Cost not to exceed \$ 16,500.00

Fiscal Year Ending June 30, 2021 -- Audit Cost not to exceed \$ 16,500.00

Fiscal Year Ending June 30, 2022 -- Audit Cost not to exceed \$ 16,500.00

Firm Name RFH, PLLC

Partner's Signature Heather R. Cochran

Partner's Printed Name Heather R. Cochran, CPA Date 2-26-2019

**COMPLETION OF THIS FORM IS MANDATORY**

**FAULKNER, KING & WENZ, PSC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

JOSEPH C. KING, CPA  
JOHN M. WENZ, CPA  
KEVIN M. ROMENESKO, CPA  
KAREN S. TRENT, CPA  
EUGENE C. WEATHERS, CPA

P.O. BOX 285  
117 WEST HIGH STREET  
MT. STERLING, KY 40353  
(859) 498-1836 FAX (859) 498-2116

LANA J. MCCANN, CPA  
ERICA M. SNOWDEN, CPA  
JENNIFER T. COLLINGWOOD, CPA

**Report on Firm's System of Quality Control**

September 12, 2017

To the Members  
RFH, PLLC  
and the Peer Review Committee of the Illinois Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of RFH, PLLC (the firm) in effect for the year ended April 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of RFH, PLLC in effect for the year ended April 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. RFH, PLLC has received a peer review rating of *pass*.

*Faulkner, King & Wenz, PSC*





## AICPA Peer Review Program

Administered in Illinois by the Illinois CPA Society for the following:

Illinois CPA Society | Iowa Society of CPAs | Kentucky Society of CPAs  
South Carolina Association of CPAs | West Virginia Society of CPAs | Wisconsin Institute of CPAs



ILLINOIS CPA SOCIETY

December 14, 2017

Lyman Hager  
RFH, PLLC  
300 W VINE ST STE 800  
LEXINGTON, KY 40507 1812

Dear Lyman Hager:

It is my pleasure to notify you that on December 14, 2017, the Kentucky Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is October 31, 2020. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation and support of the profession's practice-monitoring programs.

Sincerely,

Jonathon D. Eade  
Chair, KyCPA Peer Review Committee  
jsalvaggio@kycpa.org 502.736.1360  
Illinois CPA Society

CC: Joseph King, Heather Cochran

Firm Number: 900010096747

Review Number: 548680

## McKnight, Stacy - Central Office

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**From:** Lesley Wade <lesley.wade@franklin.kyschools.us>  
**Sent:** Tuesday, April 9, 2019 9:33 AM  
**To:** McKnight, Stacy - Central Office  
**Subject:** Re: Audit

I have had a great experience with them. They are easy to work with and very thorough.

**Lesley Wade**

**Finance Officer**

Franklin County Schools

190 Kings Daughters Drive #300

Frankfort, KY 40601

(P) 502-695-6700

(F) 502-352-2255

[lesley.wade@franklin.kyschools.us](mailto:lesley.wade@franklin.kyschools.us)

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On Fri, Apr 5, 2019 at 7:33 AM McKnight, Stacy - Central Office <[stacy.mcknight@breathitt.kyschools.us](mailto:stacy.mcknight@breathitt.kyschools.us)> wrote:

I am the new finance officer in Breathitt County and we received an RFP from RFH CPA's to perform our audit this year. I was just wondering if you could let me know what you think of them. How are they to work with? How thorough is their audit, etc? Any information is greatly appreciated.

Thanks and have a great Friday!

Stacy C. McKnight

Finance Officer

## McKnight, Stacy - Central Office

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**From:** Leftwich, Zachary Tanner <Zachary.Leftwich@green.kyschools.us>  
**Sent:** Monday, April 8, 2019 7:20 AM  
**To:** McKnight, Stacy - Central Office  
**Subject:** RE: Audit Firm

Good Morning Ms. McKnight,

I am a new Finance Officer, as well! Are you in SFMI? I joined in June 2018, so I was able to go through the audit process last year with RFH. They are good, very thorough in their reporting, but very easy to work with.

Our principle contact was Tim Furbush. I could contact him and get a response within the day, if not immediately, anytime I would call or email. To give you an idea of scale, we have 1,600 students and 4 schools. They would request to see all of our school-level finances. The bookkeepers box them up and bring them to central office. The auditors come in and go through them in 1-2 days. They send us sampling and our staff pulls requested invoices, payroll records, etc. They did request for us to make auditor adjustments. They provide the exact adjustment to enter into Munis. Sometimes the "codes" had to be adjusted slightly from what they provided. We had one adjustment we didn't agree with, we called them and talked through it and they agreed that it was not material and we wouldn't have to post it, if we did not want to. As a finance officer, especially a new one, it is comforting to know that I have someone available to help and is flexible enough to discuss any issues or concerns.

I hope this helps! If you have any questions, feel free to reach out and I will be happy to provide additional information.

*Zachary Leftwich, MBA*  
Director of Finance  
Green County Schools  
(P) 270-932-6601



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**From:** McKnight, Stacy - Central Office [mailto:stacy.mcknight@breathitt.kyschools.us]  
**Sent:** Friday, April 5, 2019 6:39 AM  
**To:** Leftwich, Zachary Tanner <Zachary.Leftwich@green.kyschools.us>  
**Subject:** Audit Firm

Mr. Leftwich,

I am the new finance officer in Breathitt County and we received an RFP from RFH CPA's. It says that they have done your audit the last couple of years. Could you give me a reference for them and let me know what you think about how they are to work with, how thorough they are, etc... Any information is greatly appreciated.

every time keeps improving.

Another subject... I am working on our audit contract for this year and we received an RFP from RFH CPA's in Lexington. It says that they did KRADD's audit at one time. Do you know them? Could give me a reference?

They have done our audit the whole time I have worked at KRADD. We have never had a problem with them at all. Brad Hayes is who we work with the most. He has been with them about 16 years. Jerry Hensley is the H in RFH and is originally from Hazard. As an ADD district and non-profit they have always been very knowledgeable and aware of our reporting needs. I would recommend them.