

**FY 2016-2017 Management Letter Comments**

| District      | School           | Auditor             | Comment Area     | General or Redbook | Audit Comment  | Repeat Comment (R) | District Response   |
|---------------|------------------|---------------------|------------------|--------------------|--|--------------------|---|
| Kenton County | Dixie Heights HS | Strothman & Company | Receipts/Revenue | Redbook            | 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 3 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.  | R                  | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |
| Kenton County | Dixie Heights HS | Strothman & Company | Receipts/Revenue | Redbook            | 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.  | R                  | All teachers/sponsors in the school will receive additional training regarding the importance of student signatures on the Multiple Receipt Form.   |
| Kenton County | Dixie Heights HS | Strothman & Company | Disbursements    | Redbook            | 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 three instances in which the principal's signature of approval was not present. 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.  | R                  | The principal's written approval of the purchase order prior to any vendor order is current district policy and will be reviewed with all school staff. Purchase order and invoice reviews will occur during the school year by district Finance staff.   |
| Kenton County | Dixie Heights HS | Strothman & Company | Disbursements    | Redbook            | 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 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.   | R                  | The principal's written approval of the purchase order prior to any vendor payment is current district policy and will be reviewed with all school staff. Purchase order and invoice payment reviews will occur during the school year by district Finance staff.   |
| Kenton County | Dixie Heights HS | Strothman & Company | Transfers        | Redbook            | Seven 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.   | R                  | Transfer form procedures will be reviewed with the Principal, school bookkeeper and sponsors. Transfer transactions will be reviewed during the school year by district Finance staff.  |
| Kenton County | Hinsdale ES      | Strothman & Company | Fundraisers      | Redbook            | 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. |                    | The school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and worksheets.  |

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| Kenton County | Piner ES      | Strothman & Company | Receipts/Revenue | Redbook            | 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.   |                    | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |
| Kenton County | Piner ES      | Strothman & Company | Disbursements    | Redbook            | 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. 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 principal's written approval of the purchase order prior to any vendor order is current district policy and will be reviewed with all school staff. Purchase order and invoice reviews will occur during the school year by district Finance staff.   |
| Kenton County | Piner ES      | Strothman & Company | Disbursements    | Redbook            | 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 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 principal's written approval of the purchase order prior to any vendor payment is current district policy and will be reviewed with all school staff. Purchase order and invoice payment reviews will occur during the school year by district Finance staff.   |
| Kenton County | Piner ES      | Strothman & Company | Fundraisers      | Redbook            | 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 instance the Fundraiser Worksheet did not include the results of the fundraiser. 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 school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and worksheets.  |
| Kenton County | Ft. Wright ES | Strothman & Company | Receipts/Revenue | Redbook            | Ensure completeness of documentation on multiple receipt (F-SA-6) forms. We discovered one instance in which this form was not properly completed in its entirety. In this instance the reason for Collection was not documented on the multiple receipt form. We recommend that documentation of transactions be reviewed for completeness and accuracy to adequately support the transactions in the School Activity Funds.   |                    | All teachers/sponsors/bookkeepers in the school will receive additional training on completion of the Multiple Receipt Form.  |
| Kenton County | Ft. Wright ES | Strothman & Company | Receipts/Revenue | Redbook            | 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.   |                    | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |

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| Kenton County | Ft. Wright ES   | Strothman & Company | Fundraisers      | Redbook            | 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 the Fundraiser Worksheet did not include the results of the fundraiser. 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 school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and worksheets.  |
| Kenton County | Ft. Wright ES   | Strothman & Company | Transfers        | Redbook            | 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.  |                    | Transfer form procedures will be reviewed with the Principal, school bookkeeper and sponsors. Transfer transactions will be reviewed during the school year by district Finance staff.  |
| Kenton County | Ft. Wright ES   | Strothman & Company | Ticket Sales     | Redbook            | Ensure completeness of documentation of the Requisition and Report of Ticket Sales Form. We discovered one instance in which the Requisition and Report of Ticket Sales Form was not properly completed in its entirety with regard to the person in charge of ticket sales. We recommend that documentation of sales be reviewed for completeness and accuracy to adequately support the sales of tickets in the School Activity Funds.   |                    | Ticket sale procedures will be reviewed with the Athletic Director, Principal, and school bookkeeper. Additional training on proper completion of ticket sale forms will also be provided to staff responsible for event ticket sales and collection. Ticket sale transactions will be reviewed by district Finance staff.  |
| Kenton County | Simon Kenton HS | Strothman & Company | Bank Accounts    | General            | Upon review of outstanding checks it was noted that there were four older than one year. We recommend voiding all checks outstanding for a year or longer and make determination if the checks should be reissued.   |                    | Review of outstanding issued checks will be added to the school bookkeeper training process. District Finance staff will assist school bookkeepers implement a process to investigate each outstanding check and resolve the obligation.  |
| Kenton County | Simon Kenton HS | Strothman & Company | Inventory        | Redbook            | Per the 2013 Redbook, "The Inventory Control Worksheet recaps the flow of inventory monthly and identifies overages or shortages." It appears that the prices recorded on the worksheet did not match the listings. We recommend making sure that prices match the listing.  |                    | The school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and inventory worksheets.  |
| Kenton County | Simon Kenton HS | Strothman & Company | Receipts/Revenue | Redbook            | 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 4 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.  | R                  | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |
| Kenton County | Simon Kenton HS | Strothman & Company | Receipts/Revenue | Redbook            | 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.  | R                  | All teachers/sponsors in the school will receive additional training regarding the importance of student signatures on the Multiple Receipt Form.   |

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| Kenton County | Simon Kenton HS  | Strothman & Company | Ticket Sales     | Redbook            | 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.  | R                  | Ticket sale procedures will be reviewed with the Athletic Director and Principal. Rotation of ticket color requirement will be reviewed and included in district Finance inspections during the school year.  |
| Kenton County | Simon Kenton HS  | Strothman & Company | Ticket Sales     | Redbook            | Ensure completeness of documentation of the Requisition and Report of Ticket Sales Form. We discovered one instance in which the Requisition and Report of Ticket Sales Form was not properly completed with regards to the ticket sellers initials. We recommend that documentation of sales be reviewed for completeness and accuracy to adequately support the sales of tickets in the School Activity Funds.  |                    | Ticket sale procedures will be reviewed with the Athletic Director and Principal. Ticket seller documentation will be reviewed and included in district Finance inspections during the school year.   |
| Kenton County | Simon Kenton HS  | Strothman & Company | Ticket Sales     | Redbook            | 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 3 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. | R                  | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |
| Kenton County | Simon Kenton HS  | Strothman & Company | Fundraisers      | Redbook            | There was one fundraiser with a loss of \$197.00. 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.   |                    | Fundraiser worksheets will be reviewed by the school bookkeeper and principal to identify fundraisers that operated at less than break even profitability.  |
| Kenton County | White's Tower ES | Strothman & Company | Receipts/Revenue | Redbook            | 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 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.          |                    | Additional training will be provided to all teachers/sponsors in the school about daily remittance of funds to the school bookkeeper. School Bookkeeper daily deposit procedures will be reviewed and coordinated with bank courier services to ensure that funds are deposited daily and properly secured. Additional school bookkeeper training will be provided as well. |
| Kenton County | White's Tower ES | Strothman & Company | Receipts/Revenue | Redbook            | 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.                                   |                    | All teachers/sponsors in the school will receive additional training regarding the importance of student signatures on the Multiple Receipt Form.   |
| Kenton County | White's Tower ES | Strothman & Company | Disbursements    | Redbook            | 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 instances in which the principal's signature of approval was not present. 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 principal's written approval of the purchase order prior to any vendor order is current district policy and will be reviewed with all school staff. Purchase order and invoice reviews will occur during the school year by district Finance staff.   |

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| Kenton County | Summit View Academy | Strothman & Company | Ticket Sales     | Redbook            | 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.   |                    | Ticket sale procedures will be reviewed with the Athletic Director and Principal. Rotation of ticket color requirement will be reviewed and included in district Finance inspections during the school year.  |
| Kenton County | Summit View Academy | Strothman & Company | Disbursements    | Redbook            | 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. 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 principal's written approval of the purchase order prior to any vendor order is current district policy and will be reviewed with all school staff. Purchase order and invoice reviews will occur during the school year by district Finance staff. |
| Kenton County | Summit View Academy | Strothman & Company | Fundraisers      | Redbook            | 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 four instances the Fundraiser Worksheet did not include the results of the fundraiser. 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 school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and worksheets.  |
| Kenton County | Summit View Academy | Strothman & Company | Fundraisers      | Redbook            | Ensure completeness of documentation of the Fundraiser Forms. We discovered instances in which the Fundraiser Forms were not properly completed in its entirety with regards to sponsor and principal signatures. We recommend that documentation of fundraisers be reviewed for completeness and accuracy to adequately support the fundraisers in the School Activity Funds.  |                    | The school bookkeeper and sponsors will receive additional training regarding the proper approval of Fundraiser forms and worksheets.   |
| Kenton County | Summit View Academy | Strothman & Company | Bank Accounts    | General            | Upon review of outstanding checks it was noted that there were five older than one year. We recommend voiding all checks outstanding for a year or longer and make determination if the checks should be reissued.  |                    | All school bookkeepers will receive training on the resolution of outstanding issued checks. The district Finance staff will assist bookkeepers in investigating the occurrences and resolving the obligation.  |
| Kenton County | Scott HS            | Strothman & Company | Receipts/Revenue | Redbook            | Per the 2013 Redbook, "an employee, other than the person preparing the deposit slip, shall verify the amount on the deposit ticket agrees with the amount of receipts recorded in the ledger sheets. There was one instance where the amount deposited did not match the amount calculated by the sponsor and bookkeeper. We recommend that an independent employee verify all deposit slips for accuracy.   |                    | Review and reconciliation of bank deposit amounts by an employee independent of the receipt process will be reviewed with the Principal. Procedures will be implemented to ensure this practice is implemented for all transactions.                    |

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| Kenton County | Scott HS | Strothman & Company | Receipts/Revenue | Redbook            | 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. |                    | All teachers/sponsors in the school will receive additional training regarding the importance of student signatures on the Multiple Receipt Form.                                      |
| Kenton County | Scott HS | Strothman & Company | Fundraisers      | Redbook            | "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:<br>1 - The activity account was missing<br>We recommend that documentation of fundraisers be reviewed for completeness and accuracy to adequately support the fundraisers in the School Activity Funds."                                |                    | The school bookkeeper and sponsors will receive additional training regarding Fundraiser forms and worksheets.   |
| Kenton County | Scott HS | Strothman & Company | Transfers        | Redbook            | 10 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.   |                    | Transfer form procedures will be reviewed with the Principal, school bookkeeper and sponsors. Transfer transactions will be reviewed during the school year by district Finance staff. |
|               |          |                     |                  |                    |   |                    |  |
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|   |        |         |              |                    |               |                    |                   |

| Column Key Codes    |  |
|---------------------|--|
| Title               | Description                                    |
| District            | Name of District                               |
| Auditor             | Name of District's Auditor or Audit Firm       |
| Comment Area        | Description of the type of comment area        |
| General or Redbook  | Indicates a General or Redbook related comment |
| Audit Comments      | Detailed comments reported by Auditors         |
| Repeat Comments (R) | Repeated comments from prior year(s)           |
| District Response   | District management response to comment        |