

DUGUID, GENTRY & ASSOCIATES, PSC
PROPOSAL TO BID AUDIT SERVICES FOR
TODD COUNTY BOARD OF EDUCATION
FY 2022

SANDRA D. DUGUID, CPA
ANNA B. GENTRY HERR, CPA, CFE

WALTER G. CUMMINGS, CPA
MEREDITH D. MORRIS, CPA



DUGUID, GENTRY & ASSOCIATES, P.S.C.
CERTIFIED PUBLIC ACCOUNTANTS

4443 CANTON PIKE
HOPKINSVILLE, KY 42240

270.886.6355

Todd County Board of Education
205 Airport Road
Elkton KY 42220

Thank you for inviting us to submit this proposal to perform audit services for Todd County Board of Education. The purpose of the enclosed presentation is to describe to you our qualifications under the following categories:

- Profile of Duguid Gentry & Associates, PSC
- Resumes of the Engagement Team
- Cost Proposal

Your selection of an independent auditor is an important decision. We believe our proposal will demonstrate that as a full service firm, including audit, consulting, and tax services, we are especially well qualified to serve as auditor for Todd County Board of Education.

We hope the information enclosed in this bid packet provides appropriate support to our firm's ability and willingness to submit the RFP.

We sincerely appreciate the opportunity to propose on this engagement and trust that this statement of our qualifications is responsive to your requirements.

Very Truly Yours,

Anna Gentry Herr

Anna Gentry Herr, CPA
President/Managing Partner

ACKNOWLEDGEMENT OF GENERAL AND SPECIAL CONDITIONS

Reference Number: AUDIT22

*I have read and agree to all General Conditions, Special Conditions, and the Requirements for
Local
School District Audits.*

Firm Name: Duguid Gentry & Associates, PSC

Address: 4443 Canton Pike, Hopkinsville KY 42240

Telephone: 270-886-6355

Partner's Signature: *Anna Gentry Herr, CPA*

Partner's Name (printed): Anna Gentry Herr, CPA Date: May 5, 2022

AUDIT COST SCHEDULE

The accounting firm of Duguid, Gentry & Associates, PSC submits the following proposed fee for the audits of Todd County School District for the following fiscal years:

Fiscal Year Ending June 30, 2022 - Audit cost not to exceed \$25,000

Fiscal Year Ending June 30, 2023 - Audit cost not to exceed \$26,750

Fiscal Year Ending June 30, 2024 - Audit cost not to exceed \$28,500

Fiscal Year Ending June 30, 2025 - Audit cost not to exceed \$30,500

*** We will commit to the fees listed in this cost proposal. However, significant changes in the operations or activities of the organization; in the organization's accounting staff that would result in our providing additional assistance during the engagement; or in professional standards, would require us to discuss the possibility of additional time and additional fees.*

NOTE: One amount for each year is required for proposal to be considered.

By signing below, it is understood that the fee proposed above represents the maximum payment that will be due from Todd County School District in the event our proposal is accepted. Travel expenses and other incidental costs have been factored into this proposed audit fee.

Partner's Signature: Anna Gentry Herr, CPA

Partner's Typed Name Anna Gentry Herr, CPA Date May 5, 2022

Kentucky School District audits conducted during the past five years by Duguid, Gentry & Associates, PSC, are as follows:

Trigg County Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Holly Greene, CPA, District Finance Officer, 270-522-6075 ext. 2720

Lyon County Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Marla Holloman, Finance Officer, 270- 388-9715

Dawson Springs Independent Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Amanda Almon, CSFM, Finance Officer 270-797-3811 ext. 3001

Webster County Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Brandi Burnett, Director of Finance/Treasurer, 270-639-5083

Caldwell County Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Tammy Easley, Finance Officer, 270-365-8000

Graves County Board of Education, 2017, 2018, 2020, 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Jennifer Dillon, CPA, Chief Financial Officer (270) 328-1544

Christian County Board of Education, 2017 - 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Jessica Darnell, Director of Business (270) 887-7000

Livingston County Board of Education, 2020, 2021

Engagement Partner – Anna Gentry Herr

Technical Reviewer – Sandra Duguid

Contact – Mary Dunning, Finance Officer (270) 928-2111

Continued - Kentucky School District audits conducted during the past five years by Duguid, Gentry & Associates, PSC, are as follows:

Calloway Board of Education, 2021
Engagement Partner – Anna Gentry Herr
Technical Reviewer – Sandra Duguid
Contact – April Lax, CPA, Finance Officer (270) 992-6018

Murray Independent School District, 2021
Engagement Partner – Anna Gentry Herr
Technical Reviewer – Sandra Duguid
Contact – Sarah Kaegi, Finance Officer (270) 753-4363

DUGUID, GENTRY AND ASSOCIATES, P.S.C.

FIRM HISTORY

Duguid, Gentry & Associates, PSC is a local firm with offices in Hopkinsville and Elkton, Kentucky and Clarksville, Tennessee. The firm provides a wide range of services including audits, reviews, accounting services, tax preparation, and management advisory services for our clients. The firm presently serves clients primarily in Western Kentucky and Clarksville, Tennessee.

In its present and predecessor business forms, Duguid, Gentry & Associates, PSC has been in continuous operation in Hopkinsville since its founding by Francis C. Newton, CPA on August 1, 1956.

Raymond F. Newton, CPA, joined his father as a partner in the firm in 1970 after which Michael A. Kem, CPA, joined as a partner on August 1, 1983.

Francis C. Newton died on September 15, 1983, and with the death of Raymond F. Newton on September 15, 1984, the partnership of Newton and Company CPAs became a proprietorship owned by Michael A. Kem doing business as Newton and Company.

A branch office in nearby Elkton, Kentucky was opened on June 30, 1986. Robert W. Martin, CPA, joined the firm as an employee on August 18, 1986 and in 1987 became a stockholder.

On October 1, 1986, the firm was incorporated as a Kentucky professional service corporation with the title Newton & Kem, PSC

On January 1, 1996, the firm name was changed to Kem & Martin, PSC

In September 1997, Robert W. Martin left the firm. However, the name Kem & Martin, PSC was retained until June 30, 1999.

On January 1, 1999, Sandra D. Duguid, CPA joined the firm as Firm Manager. Mrs. Duguid became a partner on July 1, 1999 and the firm's name was changed to Kem, Duguid and Associates, PSC

On July 1, 2005, Anna B. Gentry, CPA, CFE became a partner of the firm.

A branch office in Clarksville, Tennessee opened on October 1, 2013.

Michael A. Kem retired in December, 2015, and Sandra D. Duguid became majority owner.

For a period of 17 months (July 1, 2016 – November 30, 2017), the firm joined operations with York, Neel & Company, LLP to form York, Neel & Associates, LLP. The original Kem, Duguid & Associates, PSC management and employees formed Duguid, Gentry & Associates, PSC on December 1, 2017.

STAFF TRAINING

Duguid, Gentry & Associates, PSC professional staff obtain governmental continuing professional education (CPE) each year in order to stay up-to-date with new accounting and auditing standards. The Yellow Book requirements are mandatory for each auditor assigned to planning, directing, performing field work, or reporting on GAGAS audits or attestation engagements. Each of these individuals must meet both the 80-hour and the 24- hour CPE requirements every two years.

The 24-hour requirement calls for auditors to obtain at least 24 hours of CPE in subjects and topics directly related to the government environment, government auditing, or the specific or unique environment in which the audited entity operates. The 24-hour requirement is a subset of the 80-hour requirement for CPE that directly enhances the auditor's professional proficiency to perform audits or attestation engagements. The remainder of the 80-hour requirement under GAGAS is in subjects and topics that directly enhance the auditor's professional proficiency to perform audits or attestation engagements but may not qualify as government-related.

Each member of the professional staff obtains, at a minimum, the required CPE hours as described above.

NUMBER OF STAFF MEMBERS BY LEVEL

Partners – 2

Senior Accountants – 2

Staff Accountant – 2

Supplemental information as to qualifications and experience of staff members likely to work on the audit follows:

SANDRA DUGUID, CPA

Role on Engagement: Technical Reviewer

Professional Activities: American Institute of Certified Public Accountants
Kentucky Society of Certified Public Accountants
Certified July 1989

Education: B. B. A., Austin Peay State University

ANNA GENTRY HERR, CPA, CFE

Role on Engagement: Engagement Partner

Professional Activities: American Institute of Certified Public Accountants
Kentucky Society of Certified Public Accountants
Tennessee Society of Certified Public Accountants
Certified February 2001
Certified Fraud Examiner

Education: B. B. A., Austin Peay State University
A. A., Hopkinsville Community College

MEREDITH MORRIS, CPA

Role on Engagement: Senior Accountant

Professional Activities: American Institute of Certified Public Accountants
Kentucky Society of Certified Public Accountants
Certified June 2019

Education: B.S. Murray State University

LINDSEY NEE

Role on Engagement: Senior Accountant

Professional Activities: Kentucky Society of Certified Public Accountants

Education: B.B.A. Lindsey Wilson College

TAYLOR MATHIS

Role on Engagement: Staff Auditor

Professional Activities: Kentucky Society of Certified Public Accountants

Education: B.S. in Accounting
Murray State University

TROY ALEXANDER

Role on Engagement: Staff Auditor

Education: B.S. in Accounting
Murray State University

AUDIT PERSONNEL INFORMATION SHEET

NAME	Sandra Duguid	Anna Gentry Herr	Meredith Morris	Lindsey Nee	Taylor Mathis	Troy Alexander
TITLE	Owner/Technical Reviewer	President/Managing Owner	Senior Accountant	Senior Accountant	Staff Accountant	Staff Accountant
Is this person a CPA?	Yes	Yes	Yes	No	No	No
Years of Public Accounting Experience	36	24	7	5	3	1
Years of School Audit Experience	36	24	4	5	3	1
Will this person be involved in the audit of Todd County Public Schools?	Yes	Yes	Yes	Yes	Yes	Yes

Firm Name: Duguid Gentry & Associates PSC

Partner's Signature: *Anna Gentry Herr, CPA*

COMPLETION OF THIS FORM IS MANDATORY

(Please do NOT leave this form blank and simply refer to the other pages of the proposal)

DISCIPLINARY ACTION

There has been no disciplinary action within the past three (3) calendar years against Duguid, Gentry & Associates, PSC or Kem, Duguid & Associates, PSC (or any CPA employed or retained by the firm) by the Kentucky Board of Accountancy or any other state's CPA licensing body.

Anna Gentry Herr, CPA



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

June 28, 2019

To the Owners of Duguid, Gentry & Associates, PSC and the Peer Review Committee of the Peer Review Alliance

We have reviewed the system of quality control for the accounting and auditing practice of Duguid, Gentry & Associates, PSC (the firm) in effect for the year ended December 31, 2018. 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. 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 audits of employee benefit plans.

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.

To the Owners of Duguid, Gentry & Associates, PSC
and the Peer Review Committee
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Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Duguid, Gentry & Associates, PSC in effect for the year ended December 31, 2018 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*. Duguid, Gentry & Associates, PSC has received a peer review rating of *pass*.



Reed & Co. of Mayfield, PSC



Administering peer reviews for the following:

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

August 28, 2019

Anna Gentry
Duguid, Gentry & Associates, PSC
4443 Canton Pike
Hopkinsville, KY 42240-2051

Dear Anna Gentry:

It is my pleasure to notify you that on August 28, 2019, the Peer Review Alliance Committee accepted the report on the most recent System Review of your firm. The due date for your next review is June 30, 2022. 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.

Sincerely,

Peer Review Committee

Peer Review Committee
Peer Review Committee
peerreview@icpas.org
800.993.0407, then dial 6
Peer Review Alliance

cc: A. Harris

Firm Number: 900010051572

Review Number: 565645