

ANNA B. GENTRY HERR, CPA, CFE

WALTER G. CUMMINGS, CPA

CORY C. ALEXANDER, CPA

TAYLOR MATHIS, CPA



4443 CANTON PIKE  
HOPKINSVILLE, KY 42240

270.886.6355

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

December 11, 2023

Simpson County Public Schools  
Amanda Spears, CPA, Chief Financial Officer  
430 South College Street  
Franklin, KY 42134

Thank you for inviting us to submit a proposal to audit the financial statements of Simpson County Public Schools for the year ending June 30, 2024.

**Scope and Objective of the Audit**

The objectives of our audit are to obtain *reasonable assurance* about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we will exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

We will obtain an understanding of the School District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our audit procedures.

You agree to assume all management responsibilities for the nonattest services we provide; oversee the services by designating an individual, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## **Assignment of Personnel and Qualifications**

I will be the engagement partner responsible for all services provided to Simpson County Public Schools. I will serve as the firm's designated contact with the District and will supervise all work performed for the District and will sign the report.

I have twenty-five years of public accounting experience. I have been auditing school boards for twenty-five years.

Senior and Staff Auditors assigned to the engagement have two to six years of auditing school boards.

## **Additional Information**

Attached is a list of references for school district audits performed by our firm. Additionally you will find our firm history.

## **Fee Estimate**

Our fees for these services will be **\$24,000 plus \$2,000 initial audit setup fee**. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

It is my desire to provide a quality professional service at a reasonable cost.

If you have any questions, please let me know.

Sincerely,



Anna Gentry Herr, CPA, CFE  
President/Owner

**DUGUID, GENTRY AND ASSOCIATES, P.S.C.**  
**FIRM HISTORY**

Duguid, Gentry & Associates, PSC is a local firm with offices in Hopkinsville and Russellville, 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.

Sandra D. Duguid retired on September 1, 2022, and Anna Gentry Herr became sole owner.

A branch office in Russellville, Kentucky opened on September 1, 2023.

**OFFICIAL PROPOSAL FORM  
FOR AUDITOR OF THE  
SIMPSON COUNTY BOARD OF EDUCATION**

SIMPSON COUNTY SCHOOLS  
430 SOUTH COLLEGE STREET  
FRANKLIN, KY 42134

*The Simpson County Board of Education reserves the right to negotiate any or all of the terms of submitted proposals.*

**AUDIT FEE SCHEDULE**

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

<b>Fiscal Year Ending June 30, 2024</b>	<b><u>\$ 24,000 + \$2,000 setup</u></b>
<b>Fiscal Year Ending June 30, 2025</b>	<b><u>\$ 25,500</u></b>
<b>Fiscal Year Ending June 30, 2026</b>	<b><u>\$ 27,000</u></b>
<b>Fiscal Year Ending June 30, 2027</b>	<b><u>\$28,500</u></b>

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



**AUDIT PERSONNEL INFORMATION SHEET**

Please attach an audit personnel information sheet including names, titles, years of experience, years of school audit experience, and whether or not the individual is a CPA. Please also note if this personnel will be involved in Simpson County Schools audit.

**Simpson County Public Schools**

**FYE June 30, 2024**

**AUDIT PERSONNEL INFORMATION SHEET**

NAME	Anna G. Herr	Misty Bishop	Cory Alexander	Taylor Mathis	Lindsey Nee	Troy Alexander	Nicholas Gentry
TITLE	President/Owner	Technical Reviewer	Audit Manager	Senior Accountant	Senior Accountant	Staff Accountant	Staff Accountant
Is this person a CPA?	Yes	No	Yes	Yes	No	No	No
Years of Public Accounting Experience	25	6	8	4	6	2	2
Years of School Audit Experience	25	4	0	4	6	2	2
Will this person be involved in the audit of Simpson County Schools?	Yes	Review Only	Yes	Yes	Yes	Yes	Yes

Firm Name Duquid Gentry & Associates PSC

Partner's Signature 

# OFFICIAL PROPOSAL FORM (continued)

## AUDITOR REFERENCES

Each firm shall submit the names, addresses and phone numbers of three references. Two must be Kentucky School District audits performed pursuant to government auditing standards and the Single Audit Act for which the firm performed audits within the last five years.

### LIST THREE (3) REFERENCES (2 MUST be School Districts):

1. Company Graves County Board of Education  
Contact Jennifer Dillon, CPA, CSFM  
Address 2290 State Route 121N, Mayfield, KY 42066  
Phone Number 270-328-1544

2. Company Livingston County Board of Education  
Contact Michelle Keeling, Finance Officer  
Address 1370 US HWY 60E, Burna, KY 42028  
Phone Number 270-928-2111

3. Company Christian County Board of Education  
Contact Jessica Darnell, Director of Business  
Address 200 Glass Avenue, Hopkinsville KY 42240  
Phone Number 270-887-7006

*See additional*

By signing below, it is understood that the fee proposed above represents the maximum payment that will be due from Simpson County Schools in the event our proposal is accepted. Travel expenses and other incidental costs have been factored into this proposed audit fee. I also have read and agree to all the General Conditions and Specifications of the Simpson County Board of Education and the requirements for Local School District Audits.

NAME OF COMPANY: Duguid, Gentry & Associates, PSC

AUTHORIZED SIGNATURE: *Anna Gentry Herr*

PRINTED NAME: Anna Gentry Herr, CPA, CFE

DATE: 12-11-23

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

Trigg County Board of Education, 2019 - 2023

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

Lyon County Board of Education, 2019 - 2023

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

Dawson Springs Independent Board of Education, 2019 - 2023

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

Webster County Board of Education, 2019 - 2023

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

Caldwell County Board of Education, 2019 - 2023

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

Graves County Board of Education, 2018, 2020-2023

Contact – Jennifer Dillon, CPA, Chief Finance Director (270) 328-1544

Christian County Board of Education, 2019 - 2023

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

Livingston County Board of Education, 2020 – 2023

Contact – Michelle Keeling, Finance Officer, 270-928-2111

Calloway County Board of Education, 2021 – 2023

Contact – April Lax, CPA, Finance Officer, 270-992-6018

Murray Independent School District, 2021 – 2023

Contact – Sarah Kaegi, Finance Officer, CSFM, 270-753-4363

Todd County Board of Education, 2022-2023

Contact – Preston Browning, Finance Officer, 270-265-2436

Critten County School District, 2023

Contact – Diane Winters, CSFM, Finance Officer, 270-965-3525