

# MOREHEAD STATE UNIVERSITY

## AUDIT COMMITTEE MEETING

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February 23, 2023  
MSU At Mt. Sterling

Montgomery County School  
Board Office

9:30 a.m.



**MOREHEAD STATE  
UNIVERSITY  
AUDIT COMMITTEE  
MEETING**

**February 23, 2023**

Morehead State University  
**Board of Regents  
Audit Committee  
Members**

Sanford Holbrook, Chair  
Adam Hinton  
Wayne Martin  
Laura Russell  
Arthur Walker

All Board Members are invited to  
attend the audit committee meeting.

**AUDIT COMMITTEE MEETING  
BOARD OF REGENTS MEETING  
MOREHEAD STATE UNIVERSITY**

MSU at Mt. Sterling  
Thursday, February 23, 2023  
9:30 a.m. – Audit Committee

**AGENDA**

**AUDIT COMMITTEE MEETING – 9:30 a.m.**

Members: Sanford Holbrook, Wayne Martin, Adam Hinton, Laura Russell, and Arthur Walker.

\*All Board Members are invited to attend the audit committee meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVE MINUTES OF THE DECEMBER 1, 2022 AUDIT COMMITTEE MEETING, p. 1-2**
- IV. RECOMMENDATIONS AND REPORTS**
  - A. Accept 2021-2022 NCAA and WMKY-FM Reports, p. 3
  - B. Accept 2021-2022 Single Audit Report, p. 4
  - C. Approve Reappointment of Auditing Firm and Audit Price, p. 5
  - D. Approve Minimum Scope of the Annual Audit, p. 6

**BOARD OF REGENTS  
MOREHEAD STATE UNIVERSITY  
AUDIT COMMITTEE MEETING MINUTES  
DECEMBER 1, 2022**

The Audit Committee met on December 1, 2022 at 10:00 a.m. in Room 329 of the Adron Doran University Center (ADUC) on the campus of Morehead State University.

Audit Committee Chair Sanford Holbrook presided.

The following Audit Committee members were present: Audit Committee Chair Sanford Holbrook, Adam Hinton, Laura Russell, Wayne Martin and Arthur Walker.

Chair Holbrook called on President Morgan to discuss the external audit report. President Morgan recognized Mary Fister-Tucker, Kim Oatman, Jeremy Withrow, Jessica Cooper and Joe Hunsucker for their work in the accounting and finance areas.

The audit book had been mailed ahead of time to committee members, along with the full external audit report and internal auditor report.

Lance Mann with Dean Dorton Allen Ford, PLLC was then recognized to provide the audit report for the university. Mann noted that MSU had a “boring” audit with no issues. He then noted some changes in auditing procedures, including the way leases were listed. Leases are now expected to be included on balance sheets, a new nation-wide accounting standard. This meant some new liabilities and assets were listed.

Mann thanked the MSU accounting and finance staff for their work, noting the challenges of public institutions which must follow strict deadlines that are set by the Commonwealth of Kentucky.

Mann noted that there were no difficulties or differences from management.

He stated that this was a positive year for MSU, due to positive growth in revenues, and that some emergency funding remained from the federal government. The university’s pension liability was flat, and that the Commonwealth had provided some relief for pension liabilities, and to be aware that as interest rates rise, pension liabilities will likely decrease.

The floor was opened for questions from the audit committee. No questions.

Mann noted that for the future, no emergency funds from the federal government were expected, and that student enrollment declines were expected nationwide due to demographic changes. He noted that MSU had been highly successful in insulating the university from these changes, but that population trends should be monitored closely. He also noted that the university should continue to monitor pension liabilities and other expenses, especially in an inflationary environment. He suggested the university continue to look at compensation for employees, and that cost reduction efforts be kept in mind.

Chair Holbrook asked if there were any particular expenses that should be noted. Mann stated

that it is important to review the profitability of programs.

President Morgan invited any member of the board of regents to ask questions of the external auditor at this time. No questions.

RECOMMENDATION by Chair Holbrook: That the Audit Committee accept the full university audit report, as prepared by Dean Dorton Allen Ford, PLLC, for the fiscal year ended June 30, 2022.


MOTION: Regent Hinton moved that the Audit Committee accept the full external audit report by Dean Dorton Allen Ford, PLLC. Regent Russell seconded the Motion and the Motion carried unanimously.

Chair Holbrook called for the President to recognize the university internal auditor to make his report. President Morgan also noted upcoming internal audits that would be conducted in 2023.

Internal auditor Joe Hunsucker referenced his printed report that had been previously provided to the Board of Regents. His report included audits of the NCAA student assistance fund, university travel, and President Morgan's expenses. Hunsucker commented on various aspects of the NCAA student assistance fund and its requirements. Hunsucker noted that there were no issues for university travel. Hunsucker noted that there were no issues for any of President Morgan's expenses. He further noted that the purchasing card (P-Card) company reviewed over 12,000 transactions, and MSU had a 99.65% compliance rate on the samples that were reviewed by the internal auditor.

There were no questions from the Board of Regents.

There being no further business to discuss, Regent Walker moved that the meeting adjourn. Regent Hinton seconded the Motion and the Motion carried unanimously. The audit committee meeting was adjourned.

  
Jessica Stigall, Secretary  
Board of Regents

**ACCEPT 2021-22 NCAA AGREED  
UPON PROCEDURES REPORT AND  
WMKY-FM AUDIT REPORT**

**February 23, 2023**

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**Recommendation:**

That the Audit Committee accept the Agreed Upon Procedures Report required by the NCAA and the WMKY-FM audit report for the fiscal year ended June 30, 2022 as prepared by Dean Dorton Allen Ford, PLLC.

**Background:**

KRS 164A.570 requires an annual audit to be conducted by all universities in the state system. The audit is to be conducted by an independent public accounting firm. On March 31, 2022, the Board approved the recommendation of the Audit Committee to reappoint the accounting firm of Dean Dorton Allen Ford, PLLC to conduct the 2021-22 fiscal year audits. The Board also approved at that time, the Audit Committee's recommendation for the minimum scope of the audit work to be performed.

Dean Dorton Allen Ford, PLLC has completed the Agreed Upon Procedures Report required by the NCAA and the WMKY-FM audit report for the June 30, 2022 fiscal year. A copy of the reports have been provided to each member of the Board of Regents.

**Recommendation:**

That the Audit Committee accept the Single Audit Report for the fiscal year ended June 30, 2022 as presented by Dean Dorton Allen Ford, PLLC.

**Background:**

KRS 164A.570 requires an annual audit to be conducted by all universities in the state system. The audit is to be conducted by an independent public accounting firm. On March 31, 2022, the Board approved the recommendation of the Audit Committee to reappoint the accounting firm of Dean Dorton Allen Ford, PLLC to conduct the 2021-22 fiscal year audit. The Board also approved at that time, the Audit Committee's recommendation for the minimum scope of the audit work to be performed.

Dean Dorton Allen Ford, PLLC has completed the Single Audit for the June 30, 2022 fiscal year. The report was issued with an opinion that the University complied, in all material respects, with the compliance requirements reviewed as part of their audit. A copy of the audit report has been provided to each member of the Board of Regents.

## **APPROVE REAPPOINTMENT OF AUDITING FIRM AND AUDIT PRICE**

**February 23, 2023**

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### **Recommendation:**

That the Audit Committee approve the extension of the auditing services contract with Dean Dorton Allen Ford, PLLC in Lexington and approve the audit price to conduct the required annual audits for Morehead State University for the fiscal year that will end on June 30, 2023.

### **Background:**

KRS 164A.570 requires an annual audit to be conducted for all universities in the state system. The bylaws of the Board of Regents provide that the Audit Committee will review, evaluate, and recommend to the full Board, an accounting firm to conduct the University's required annual audits. State statutes specify that the auditing firm must be selected through a request for proposal process, and that a personal services contract be issued to engage the firm.

On January 8, 2021, the University issued a request for proposals from qualified public accounting firms to perform the auditing services. As a result of that process, the Audit Committee recommended and the Board approved the appointment of Dean Dorton Allen Ford, PLLC to conduct the annual audits. The contract with the firm was for the fiscal year that ended on June 30, 2021 with the option to extend the contract for seven additional one-year periods. The audit fee adjustments for the extension periods will be based on the consumer price index.

The services rendered by Dean Dorton Allen Ford, PLLC for the 2021-2022 fiscal year were satisfactory and in compliance with the terms of the contract. The fee for the 2022-2023 fiscal year will not exceed \$102,050.



**APPROVE MINIMUM SCOPE  
OF THE ANNUAL AUDIT**

**February 23, 2023**

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**Recommendation:**

That the Audit Committee approve the minimum scope of the University's audit for the year ending June 30, 2023.

**Background:**

The University is required to have an annual audit conducted of its financial activities. The bylaws of the Board of Regents specify that the Audit Committee review, evaluate, advise and recommend to the full Board the minimum scope of the annual audit.

The Director of Accounting and Financial Services and the Director of Internal Audits have outlined the scope of the audit that will comply with all local, state, and federal audit requirements. A summary of the audit scope is attached.

**MOREHEAD STATE UNIVERSITY  
MINIMUM SCOPE OF THE ANNUAL AUDIT  
FOR THE YEAR ENDING JUNE 30, 2023**

**February 23, 2023**

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This document outlines the minimum scope of the annual audit of Morehead State University (MSU), and any applicable related entities, to be conducted by the University's auditors (the Firm) for the year ending June 30, 2023. Additional audit requirements and procedures may be added as situations warrant.

**Internal Controls**

The audit will include a review and evaluation of the existing internal control structure. The evaluation will provide a basis for reliance thereon in determining the nature, timing and extent of selective audit tests to be applied to recorded transactions and data for certain periods of the year.

**General Purpose Financial Statements**

The Firm will perform an audit of and issue its independent auditor's report on the financial statements of MSU as of June 30, 2023 and the results of its operations for the fiscal year then ended. The audit will be performed in accordance with auditing standards generally accepted in the United States of America and in accordance with *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. The audit should include a determination as to whether Morehead State University's federal expenditures have met the Single Audit threshold established by the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The report will also include an independent auditor's report on supplemental information covering those supplemental schedules suggested to be reported on by the AICPA Audit Guide *Audits of Colleges and Universities*.

**Federal Awards Programs**

The audit will include a Schedule of Expenditures of Federal Awards, which will be subjected to the auditing procedures applied in the audit of the financial statements. An opinion will be rendered on whether the Schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

The audit will report on the internal controls over financial reporting and on compliance with laws, regulations, and provisions of contracts or grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts in accordance with *Government Auditing Standards*. A report will also be issued on compliance with requirements applicable to each major program and internal control over compliance with requirements of laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act, Subpart F of Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

### **Kentucky Lease Law Compliance Audit**

The Firm will issue a separate report on compliance with the Kentucky Lease Law. This report should include documentation of testing procedures performed, sample selection methods, and summary of the auditor's result in accordance with KRS 48.111, 48.190, 56.800 through 56.823, and 164A.575.

### **Intercollegiate Athletics Department**

The Firm will perform certain agreed-upon procedures and issue a separate report covering the limited examination of the Intercollegiate Athletics Department for the year ending June 30, 2023. These procedures will be performed in accordance with the latest version of the *NCAA Financial Audit Guidelines*.

### **Corporation for Public Broadcasting (CPB)**

The Firm will issue its independent auditor's report on the financial statements of WMKY-FM for the year ending June 30, 2023. The audit will be performed in accordance with auditing standards generally accepted in the United States of America and the *Public Telecommunications Audit Guide and Requirements* as they relate to the CPB Annual Financial Report for the year ending June 30, 2023.

### **Compliance Report Under KRS 164A.555 to 164A.630 (House Bill 622)**

The Firm will also issue a separate letter covering its study of MSU's internal accounting controls and administrative control procedures considered relevant to the criteria established by the Commonwealth of Kentucky Finance and Administration Cabinet as set forth in the latest version of the Cabinet's *Minimum Audit Scope for Compliance*.

### **Management Letter**

As required by generally accepted auditing standards (*Statement on Auditing Standards No. 60*), the Firm will prepare a letter of reportable conditions noted during the audit related to inherent weaknesses of controls, procedures, policies or noncompliance with governmental laws or regulations and suggest possible improvements. The Firm will comment and discuss those or other matters with the Director of Accounting and Financial Services, the Internal Auditor, the Chief Financial Officer, the President and the University Board of Regents. The Firm will also submit ideas or observations that will help achieve the University's objectives or improve efficiency in operations. The Firm will also document the resolution status of prior year recommendations.

### **Closing Package**

In accordance with the directive from the Commonwealth of Kentucky Auditor of Public Accounts, the Firm will provide a copy of the comprehensive financial statements and management letter to the Auditor of Public Accounts. In addition, a report issued under *Codification of Statements on Auditing Standards* AU 623.11 through 623.17 applicable to the "closing package" furnished by the University to the Finance and Administration Cabinet will be provided to the Auditor of Public Accounts by October 1, 2023. If requested by the Auditor of Public Accounts and approved by the University, all working papers prepared by the audit team will be made available for review.

### **Audit of Subsequent Events**

In accordance with the directive from the Auditor of Public Accounts, the Firm will update the audit procedures related to events subsequent to June 30, 2023 from the last day of field work (projected for late September 2023) to December 13, 2023. The Firm will report the results of these updated procedures in a separate letter, which shall be delivered to the Auditor of Public Accounts and to the University, no later than close of business on December 13, 2023.

### **Other Reports**

The Firm will issue any other letter reports as may be required by the Finance and Administration Cabinet or the Auditor of Public Accounts of the Commonwealth of Kentucky.

### **Exit Conferences**

Separate exit conferences may be required to be held with the MSU Board of Regents, the Board of Regents Audit Committee, the MSU President and other members of the administration. Also, it is expected that exit conferences will be held with major unit heads as appropriate to the areas or functions audited.

### **Timing of Reports**

1. The audited financial statements and management letter shall be furnished to the Auditor of Public Accounts no later than October 1. If final reports are not available as of October 1, drafts will be submitted by that date. The reports will contain the following items:
  - (a) Audited financial statements and an opinion thereon. A report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
  - (b) A report on compliance in accordance with KRS 164A.555 through 164A.630 (House Bill 622) based on the audit of financial statements.
  - (c) A report on compliance with the Kentucky Lease Law in accordance with KRS 48.111, 48.190, 56.800 through 56.823, and 164A.575.
  - (d) The closing package forms, in accordance with *Codification of Statements on Auditing Standards*, AU 623.11 through 623.17.
  - (e) If applicable, the Firm shall also obtain and submit management's summary schedule of prior audit findings and corrective action plan for current year audit findings.

2. The Firm will provide a representation letter by July 15 to the Auditor of Public Accounts stating that the Firm is in compliance with auditing standards generally accepted in the United States of America and the *Government Auditing Standards* concerning continuing education requirements, independence and internal quality control system and peer review requirements.
3. The Firm shall notify the Auditor of Public Accounts of matters which come to its attention which may have a significant impact on the Commonwealth's financial statements. The Firm shall be available to the Auditor of Public Accounts to address questions about the University's financial statements.
4. The Firm will certify, on line, the CPB audit report by November 30 of each year.
5. The Firm will provide a letter to report the results of the subsequent events audit through December 13, 2023. The letter shall be delivered to the Auditor of Public Accounts and to the University, no later than close of business on December 13, 2023.
6. The Firm will prepare the University's form 990-T by February 15 of each year and provide consulting services related to unrelated business income.



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Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title

VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240; Chapter 344 and other applicable statutes. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell Administration Building, Morehead, KY 40351, 606-783-2097.