

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

**Claiborne Parish School Board
Homer, Louisiana**

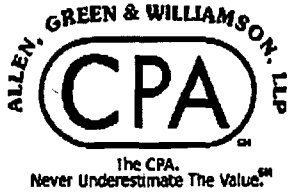
**Student Activity Funds
Agreed-Upon Procedures**

CONTENTS

	<u>Page</u>
Independent Accountant’s Report on Applying Agreed-Upon Procedures	5
Homer Elementary School.....	7
Cash and Cash Equivalents.....	8
Receipts.....	8
Expenditures	9
Financial Reporting	10
Homer Junior High School	11
Cash and Cash Equivalents.....	12
Receipts.....	12
Expenditures	13
Financial Reporting	14
Homer High School	15
Cash and Cash Equivalents.....	16
Receipts.....	16
Expenditures	17
Financial Reporting	18
Summerfield High School	19
Cash and Cash Equivalents.....	20
Receipts.....	20
Expenditures	21
Financial Reporting	22
Response to Exceptions	23

**Claiborne Parish School Board
Homer, Louisiana**

This page intentionally left blank.



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

2441 Tower Drive
Monroe, LA 71201

Telephone: (318) 388-4422

Fax: (318) 388-4664

Toll-free: (888) 741-0205

Partners: Tim Green, CPA
Aimee Buchanan, CPA

Principal: Cindy Thomason, CPA

Audit Managers: Amy Tynes, CPA, CFE
Marge Williamson, CPA
Jennie Henry, CPA, CFE

In-Charges: Crystal Patterson, CPA
Sandra Harper, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2000

Independent Accountant's Report on Applying Agreed-Upon Procedures

Claiborne Parish School Board
Homer, Louisiana

We have performed the procedures, described in the following pages, on the operations of the student activity funds at each selected school of the Claiborne Parish School Board for the year ended June 30, 2022. Claiborne Parish School Board's management is responsible for the policies and procedures over the operations of the student activity funds.

Claiborne Parish School Board has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the School Board to evaluate the operations of the student activity funds for the year ended June 30, 2022. Additionally, no other parties have agreed to and acknowledged the appropriateness of the procedures performed. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures are performed are appropriate for their purpose.

The procedures and findings are described in the following pages. We were engaged by the Claiborne Parish School Board to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA), and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the policies and procedures over the operations of the student activity funds. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Claiborne Parish School Board and meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement. This report is intended solely for the information and use of the Board and management of Claiborne Parish School Board and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of this report is limited, under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
December 16, 2022

**Claiborne Parish School Board
Homer, Louisiana**

This page intentionally left blank.

Homer Elementary School

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Elementary School

Cash and Cash Equivalents

Obtain bank reconciliations for all bank accounts for two months and perform the following procedures:

- a. Verify the mathematical accuracy of the reconciliations.
- b. Agree the balance per the bank statement to the amount on the bank reconciliation.
- c. Compare the reconciled book balance to the general ledger for the bank account.
- d. Determine the propriety of deposits in transit.
- e. Examine all interfund transfers.
- f. Support the outstanding checks by comparing to the checks clearing in subsequent month bank statement.
- g. Ensure that all checks on the bank statement are accounted for.
- h. Determine that cash is invested in only one bank account in accordance with LSA-R.S. 39:2955.
- i. Investigate any outstanding checks which are over 90 days old.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Receipts

1. Perform a cash count when on the premises to determine that receipts have been issued for all monies on hand and that undeposited monies represent no more than three days' receipts.

Comment: No exceptions noted with cash on hand during fieldwork.

2. Select 25 receipts on a random basis and perform the following procedures:
 - a. Trace to validated deposit slip.
 - b. Determine deposit was made on a timely basis (within 3 business days).
 - c. Trace the individual receipts within the deposit to the cash receipts journal to determine that the receipt batch matches the deposit total.
 - d. Trace the individual receipts within the deposit to the related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Elementary School

Receipts (continued)

3. Obtain copies of the game schedules for football, basketball, baseball, and softball and perform the following procedures for a sample of games:
 - a. Trace from the date of the game to the ticket reconciliation and deposit for each game.
 - b. Determine deposit was made on a timely basis.
 - c. Determine that ticket reconciliation was properly prepared.
 - d. Trace the total deposit to proper posting.

Comment: No athletic events were noted at this location; therefore, no testing performed.

Expenditures

1. Review checks written for the past month while on the premises to determine that bills are paid timely and checks written appear to have documentation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

2. Select 25 disbursements on a random basis and test for the following attributes:
 - a. Documentation is canceled to prevent duplicate payment.
 - b. Check is signed by authorized personnel.
 - c. Evidence of receipts of goods or services.
 - d. Invoice amount agrees with check amount.
 - e. Charge is supported by proper documentation.
 - f. Endorsement agrees with payee.
 - g. Invoice date is current when compared to date of check.
 - h. Accounting distribution/classification is consistent and correctly posted.
 - i. Charge appears to be necessary and reasonable.
 - j. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: Seven exceptions were noted as a result of applying the agreed upon procedures. One exception was noted, in which the invoice was not paid timely. Six exceptions were noted, in which the school paying sales tax on the purchase or copier rental.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Elementary School

Expenditures (continued)

3. Select two months of credit card statements and test for the following attributes:
- a. Evidence of receipts of goods or services.
 - b. Charge is supported by proper documentation.
 - c. Accounting distribution/classification is consistent and correctly posted.
 - d. Charge appears to be necessary and reasonable.
 - e. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

4. Review fundraising procedures for each school to ensure compliance with the School Board's approved policy. Also, review a sample of fundraisers to ensure established controls were properly followed.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Financial Reporting

Review two months of financial reports to determine if account balances appear reasonable and if any accounts hold a deficit balance. Obtain an explanation for any deficit balances noted.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Homer Junior High School

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Junior High School

Cash and Cash Equivalents

Obtain bank reconciliations for all bank accounts for two months and perform the following procedures:

- a. Verify the mathematical accuracy of the reconciliations.
- b. Agree the balance per the bank statement to the amount on the bank reconciliation.
- c. Compare the reconciled book balance to the general ledger for the bank account.
- d. Determine the propriety of deposits in transit.
- e. Examine all interfund transfers.
- f. Support the outstanding checks by comparing to the checks clearing in subsequent month bank statement.
- g. Ensure that all checks on the bank statement are accounted for.
- h. Determine that cash is invested in only one bank account in accordance with LSA-R.S. 39:2955.
- i. Investigate any outstanding checks which are over 90 days old.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Receipts

1. Perform a cash count when on the premises to determine that receipts have been issued for all monies on hand and that undeposited monies represent no more than three days' receipts.

Comment: No exceptions noted with cash on hand during fieldwork.

2. Select 25 receipts on a random basis and perform the following procedures:
 - a. Trace to validated deposit slip.
 - b. Determine deposit was made on a timely basis (within 3 business days).
 - c. Trace the individual receipts within the deposit to the cash receipts journal to determine that the receipt batch matches the deposit total.
 - d. Trace the individual receipts within the deposit to the related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Junior High School

Receipts (continued)

3. Obtain copies of the game schedules for football, basketball, baseball, and softball and perform the following procedures for a sample of games:
 - a. Trace from the date of the game to the ticket reconciliation and deposit for each game.
 - b. Determine deposit was made on a timely basis.
 - c. Determine that ticket reconciliation was properly prepared.
 - d. Trace the total deposit to proper posting.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Expenditures

1. Review checks written for the past month while on the premises to determine that bills are paid timely and checks written appear to have documentation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

2. Select 25 disbursements on a random basis and test for the following attributes:
 - a. Documentation is canceled to prevent duplicate payment.
 - b. Check is signed by authorized personnel.
 - c. Evidence of receipts of goods or services.
 - d. Invoice amount agrees with check amount.
 - e. Charge is supported by proper documentation.
 - f. Endorsement agrees with payee.
 - g. Invoice date is current when compared to date of check.
 - h. Accounting distribution/classification is consistent and correctly posted.
 - i. Charge appears to be necessary and reasonable.
 - j. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: One exception was noted, in which the school paid sales tax on a purchase.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer Junior High School

Expenditures (continued)

3. Select two months of credit card statements and test for the following attributes:
- a. Evidence of receipts of goods or services.
 - b. Charge is supported by proper documentation.
 - c. Accounting distribution/classification is consistent and correctly posted.
 - d. Charge appears to be necessary and reasonable.
 - e. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

4. Review fundraising procedures for each school to ensure compliance with the School Board's approved policy. Also, review a sample of fundraisers to ensure established controls were properly followed.

Comment: One exception noted due to fundraiser missing the proper approval.

Financial Reporting

Review two months of financial reports to determine if account balances appear reasonable and if any accounts hold a deficit balance. Obtain an explanation for any deficit balances noted.

Comment: No exceptions were noted as a result of applying the agreed upon procedure.

Homer High School

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer High School

Cash and Cash Equivalents

Obtain bank reconciliations for all bank accounts for two months and perform the following procedures:

- a. Verify the mathematical accuracy of the reconciliations.
- b. Agree the balance per the bank statement to the amount on the bank reconciliation.
- c. Compare the reconciled book balance to the general ledger for the bank account.
- d. Determine the propriety of deposits in transit.
- e. Examine all interfund transfers.
- f. Support the outstanding checks by comparing to the checks clearing in subsequent month bank statement.
- g. Ensure that all checks on the bank statement are accounted for.
- h. Determine that cash is invested in only one bank account in accordance with LSA-R.S. 39:2955.
- i. Investigate any outstanding checks which are over 90 days old.

Comment: No exceptions were noted as a result of applying the agreed upon procedures. However, it was noted that the bank reconciliations did not reflect signature and date of completion.

Receipts

1. Perform a cash count when on the premises to determine that receipts have been issued for all monies on hand and that undeposited monies represent no more than three days' receipts.

Comment: No cash was noted on hand during fieldwork.

2. Select 25 receipts on a random basis and perform the following procedures:
 - a. Trace to validated deposit slip.
 - b. Determine deposit was made on a timely basis (within 3 business days).
 - c. Trace the individual receipts within the deposit to the cash receipts journal to determine that the receipt batch matches the deposit total.
 - d. Trace the individual receipts within the deposit to the related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Homer High School

Receipts (continued)

3. Obtain copies of the game schedules for football, basketball, baseball, and softball and perform the following procedures for a sample of games:
 - a. Trace from the date of the game to the ticket reconciliation and deposit for each game.
 - b. Determine deposit was made on a timely basis.
 - c. Determine that ticket reconciliation was properly prepared.
 - d. Trace the total deposit to proper posting.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Expenditures

1. Review checks written for the past month while on the premises to determine that bills are paid timely and checks written appear to have documentation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

2. Select 25 disbursements on a random basis and test for the following attributes:
 - a. Documentation is canceled to prevent duplicate payment.
 - b. Check is signed by authorized personnel.
 - c. Evidence of receipts of goods or services.
 - d. Invoice amount agrees with check amount.
 - e. Charge is supported by proper documentation.
 - f. Endorsement agrees with payee.
 - g. Invoice date is current when compared to date of check.
 - h. Accounting distribution/classification is consistent and correctly posted.
 - i. Charge appears to be necessary and reasonable.
 - j. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: Three exceptions were noted, in which the school paid sales tax on purchases.

Expenditures (continued)

3. Select two months of credit card statements and test for the following attributes:
 - a. Evidence of receipts of goods or services.
 - b. Charge is supported by proper documentation.
 - c. Accounting distribution/classification is consistent and correctly posted.
 - d. Charge appears to be necessary and reasonable.
 - e. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

4. Review fundraising procedures for each school to ensure compliance with the School Board's approved policy. Also, review a sample of fundraisers to ensure established controls were properly followed.

Comment: One exception noted, in which a fundraiser did not reflect the principal's approval on the fundraiser form.

Financial Reporting

Review two months of financial reports to determine if account balances appear reasonable and if any accounts hold a deficit balance. Obtain an explanation for any deficit balances noted.

Comment: Two exception noted due to November 2021 and March 2022's financial statements reflected a club or sport having deficit balances.

Summerfield School

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Summerfield School

Cash and Cash Equivalents

Obtain bank reconciliations for all bank accounts for two months and perform the following procedures:

- a. Verify the mathematical accuracy of the reconciliations.
- b. Agree the balance per the bank statement to the amount on the bank reconciliation.
- c. Compare the reconciled book balance to the general ledger for the bank account.
- d. Determine the propriety of deposits in transit.
- e. Examine all interfund transfers.
- f. Support the outstanding checks by comparing to the checks clearing in subsequent month bank statement.
- g. Ensure that all checks on the bank statement are accounted for.
- h. Determine that cash is invested in only one bank account in accordance with LSA-R.S. 39:2955.
- i. Investigate any outstanding checks which are over 90 days old.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Receipts

1. Perform a cash count when on the premises to determine that receipts have been issued for all monies on hand and that undeposited monies represent no more than three days' receipts.

Comment: No cash was noted on hand during fieldwork.

2. Select 25 receipts on a random basis and perform the following procedures:
 - a. Trace to validated deposit slip.
 - b. Determine deposit was made on a timely basis (within 3 business days).
 - c. Trace the individual receipts within the deposit to the cash receipts journal to determine that the receipt batch matches the deposit total.
 - d. Trace the individual receipts within the deposit to the related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Summerfield School

Receipts (continued)

3. Obtain copies of the game schedules for football, basketball, baseball, and softball and perform the following procedures for a sample of games:
 - a. Trace from the date of the game to the ticket reconciliation and deposit for each game.
 - b. Determine deposit was made on a timely basis.
 - c. Determine that ticket reconciliation was properly prepared.
 - d. Trace the total deposit to proper posting.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Expenditures

1. Review checks written for the past month while on the premises to determine that bills are paid timely and checks written appear to have documentation.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

2. Select 25 disbursements on a random basis and test for the following attributes:
 - a. Documentation is canceled to prevent duplicate payment.
 - b. Check is signed by authorized personnel.
 - c. Evidence of receipts of goods or services.
 - d. Invoice amount agrees with check amount.
 - e. Charge is supported by proper documentation.
 - f. Endorsement agrees with payee.
 - g. Invoice date is current when compared to date of check.
 - h. Accounting distribution/classification is consistent and correctly posted.
 - i. Charge appears to be necessary and reasonable.
 - j. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: One exception was noted in which the school paid sales tax on a purchase.

**Claiborne Parish School Board
Homer, Louisiana**

**Student Activity Funds
Agreed-Upon Procedures
June 30, 2022**

Summerfield School

Expenditures (continued)

3. Select two months of credit card statements and test for the following attributes:
- a. Evidence of receipts of goods or services.
 - b. Charge is supported by proper documentation.
 - c. Accounting distribution/classification is consistent and correctly posted.
 - d. Charge appears to be necessary and reasonable.
 - e. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

4. Review fundraising procedures for each school to ensure compliance with the School Board's approved policy. Also, review a sample of fundraisers to ensure established controls were properly followed.

Comment: One fundraiser noted that was approved; however, the fundraiser form did not reflect the date of approval as well as the receipts total did not match amount reflected on the fundraising form.

Financial Reporting

Review two months of financial reports to determine if account balances appear reasonable and if any accounts hold a deficit balance. Obtain an explanation for any deficit balances noted.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

CLAIBORNE PARISH SCHOOL BOARD

Post Office Box 600
415 East Main
Homer, Louisiana 71040-0600
Phone: (318) 927-3502 Fax: (318) 927-9184
www.claibornepsb.org

December 16, 2022

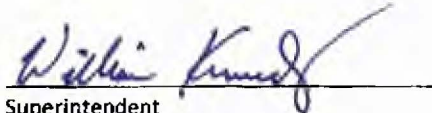
Response to 2021-2022 Student Activity Fund Findings:

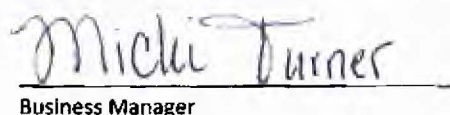
The exceptions found by external auditors have been discussed with the principals and school secretaries and plans have been formulated to resolve any exceptions found to be existing in student activity funds at their respective schools. In-house training continues as in the past along with external audits of the schools in the future.

The Business Manager and the Superintendent will continue to review financials along with bank reconciliations each month for each school and will address any concerns noted. The school accounts are also available to view with on-line banking access.

The business office continues to assist all schools with procedures for reporting student activity funds. The school secretaries contact the Business Manager when situations arise in which they need further direction as to the proper procedures to correctly record items. The Superintendent meets monthly with school principals to inform them of any updates in procedures or suggested improvements for student activity fund reporting.

The Claiborne Parish School Board is committed to the safekeeping of all its student activity funds and is continually striving to achieve excellence in financial reporting and compliance for all our schools.


Superintendent


Business Manager

"An Equal Opportunity Employer"