

**WASHINGTON PARISH SCHOOL BOARD
INDEPENDENT ACCOUNTANT'S REPORT ON
AGREED-UPON PROCEDURES**

**FOR
Thomas Elementary School**

**AS OF AND FOR THE PERIOD
July 1, 2020 through June 30, 2021**

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**WASHINGTON PARISH SCHOOL BOARD
INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

Washington Parish School Board
Franklinton, LA

I have performed the procedures listed below, which were agreed upon by the Washington Parish School Board and Superintendent. These procedures were performed solely to assist the school board management with respect to compliance with policy and procedures concerning individual school activity accounts and school property inventory at Thomas Elementary School for the period of July 1, 2020, through June 30, 2021. The school board's management is responsible for the accounting and inventory records and for established policies and procedures over the student activity fund and school inventory. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

I tested inventory records to determine the physical existence of property as listed on the school's property inventory report and to determine that property at the school was included on the inventory list. I also inspected property items to determine if they were identified as property of the school and numbered in accordance with the property inventory list. I examined the records for the school's activity accounts. Three months of bank reconciliations were tested for completeness and mathematical accuracy. Disbursements were tested for proper use of requisitions, purchase orders and supporting documentation in relation to the school board policies and procedures. I tested bank deposits against pre-numbered receipts for propriety and traced them to the activity account ledger. I calculated gross profit percentages on concession sales and performed reasonableness tests on other receipt categories where applicable.

Bank reconciliations

Each month tested was mathematically correct, all reconciling items proper, and the reconciled balance equaled the activity account ledger. Beginning and ending balances were traced to prior and subsequent year balances to verify proper cutoffs with transactions recorded in the proper period and balances carried forward properly. Checks older than one year old totaled \$482. The beginning bank balance at July 1, 2020, was \$100,299, and the balance at June 30, 2021 was \$92,356 resulting in a net decrease of \$7,943 for the year ended.

Cash Disbursements

School board policy requires that a properly executed requisition and purchase order be issued prior to the purchase or order of goods and services. In addition, an itemized invoice or other detailed documentation should support the payment.

I tested 14 disbursements. Out of the 14 disbursements, all had a purchase requisition, purchase order, and invoice or receipt. Purchase requisitions and purchase orders were all approved. Payment documentation was approved. One disbursement had sales tax charged for \$64.96.

All invoices tested appear to be on a current basis, and the disbursement records were neat and orderly allowing the verification process to be accomplished in an efficient manner.

Cash Receipts

For each transaction, a computer-generated receipt is required to be produced. A total of 15 items were examined. I found all receipts and related documentation. The items tested were coded accurately to the correct fund.

The receipts tested were balanced to the daily recap and traced to the appropriate account in the activity ledger. Deposit tickets were complete and agreed with the daily report. The funds appear to be deposited timely.

Fundraisers

The school had one book fair. Scholastic gives the school of two choices for profits 1) 50% of the sales can be good towards purchases from Scholastic or 2) the school can receive 25% of the profits. The book fair netted the school a profit of \$997. Profits went to the library fund.

The total amount of the deposits from the book fair deposited in to the account were \$8,181. The amount of deposits reported as sales to Scholastic were \$4,489. There is a difference of \$3,693. Because of the difference in the sales reported to Scholastic, the profit appears to be wrong. Based on the deposits, the 25% profit should have been \$2,045.

Thomas Elementary had two cookie dough fundraisers. One fundraiser was held in the fall semester and the second in the spring. Profits are as follow:

Revenues	Fall	Spring
Expenses	13,138	7,760
Profit	4,683	3,895
%	8,455	3,865
	64%	50%

School Concessions

Concession includes the sales of food and drink items. Gross profit from concessions were computed as shown below:

Revenues	54,712
Expenses	50,045
Profit	4,667
%	9%

Fixed Asset Inventory

To verify physical existence of items on the school inventory list, I randomly selected items from the inventory list and checked for their physical presence in the listed room. As I moved throughout the school, I also picked items from each room and then verified that the item was on the inventory list. I was able to locate inventory items with the assistance of school personnel. Of the 1,578 items contained on the school's property inventory, I selected a sample of 271 (17%).

The following are items that were not located in the listed location on the inventory report:

Items not Located in Listed Location

Tag No	Listed		Located		Description	Make	Model	Serial Number
	Building	Room	Building	Room				
120913				114	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1X8R3A
120914				114	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1X8KE7
120915				114	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1XCQ96
120929				114	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1VGLDK
120947				113	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1X8NDD
120972				301	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1XF7K0
120985				302	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1X8QHF
121029				101	CHROMBEBOOK	LENOVO	14E	1s81MH000BUSMP1XCVCN
121043				101	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP1X8H07
121044				101	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP1X8R4A
121788				128	LAPTOP	HP	PROBOOK 455 G7	CND10304ZN
117419	1	091	1	092	COPIER	CANON	6555I	2LP04164
110969	1	102	1	103	ELMO	ELMO	TT-121	1514206
111057	1	109	1	112	LAPTOP	HP	PROBOOK 450 G1	8CG42307F6
113546	6	128	1	106	CHROMEBOOK	LENOVO	N22-20	LR06ZVWQ

The following are items that could not be located:

	Building	Room	Tag No.	Description	Make	Model	Serial Number
1	1	108	109944	IPAD WI-FI 16GB	IPAD WI-FI 16GB	IPAD WI-FI 16GB	DMQJX988F182
2	1	112	112513	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16G	F9FR93FZFCM5
3	6	128	113560	CHROMEBOOK	LENOVO	N22-20	LR06ZVVB
4	1	110	116675	IPAD MINI	IPAD MINI WI-FI 64 GB	IPAD MINI WI-FI 64 GB	SDLXYV5HTLM93
5	5	150	116771	CHROMEBOOOK	LENOVO	14E 81M	1s81MH000BUSMP1LWWAZ
6	8	002	119504	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP1VM98C

Below are items that were not tagged:

Items Not Tagged							
Building	Room	Tag No.	Description	Make	Model	Serial Number	
		122320	CREDENZA	CREDENZA	CREDENZA		
9	900	101957	SPIRAL SLIDE	ABC School Supply	360 SPIRAL SLIDE		

Below are items transferred to Mt. Hermon but are on Thomas Elementary's report:

Items Transferred to Mt. Hermon							
Building	Room	Tag No.	Description	Make	Model	Serial Number	
1	105	110975	PROJECTOR	EPSON	98	U48K4402156	
6	128	107163	SMART BOARD W/PROJECTOR	Interactive	77"		
6	128	107164	SMART BOARD W/PROJECTOR	Interactive	77"		
5	201	111567	PROJECTOR	EPSON	POWERLITE	U48K4Z01178	
1	110	103635	SMART BOARD		680	133652	
5	206	111804	SMARTBOARD	INTERACTIVE	SBM680	G012HW19P0104	
5	202	112435	SMARTBOARD	DETEL INTERACTIVE	SBM680	G032HW42P0803	

One inventory item was purchased with student activity funds, 4 TruTouch interactive boards. The assets are on the inventory report.

Prior Examination Report Findings

The prior examination of Thomas Elementary School was for the period July 1, 2015, through June 30, 2016. Issues of note:

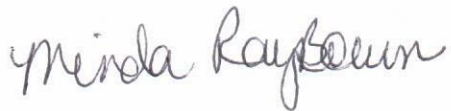
- Some of the disbursements tested had no purchase order.
- Fundraising reports were not complete.
- Concession gross profit percentage was 37%.

I was not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, I do not express such an opinion. Had I performed additional

procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of the board and management of Washington Parish School Board, and is not intended to be and should not be used by anyone other than these specified parties. The purpose of this report is to describe the procedures performed for school and the results of those procedures. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Yours truly,

A handwritten signature in cursive script that reads "Minda B. Raybourn". The signature is written in dark ink and is positioned below the "Yours truly," text.

Minda B. Raybourn
Franklinton, LA
January 4, 2022

Corrective Action Plan for Thomas Elementary School

Bank Reconciliations:

The school will begin researching checks over 90 days old and taking appropriate action.

Cash Disbursements:

Invoices will be reviewed for sales taxes charged and they will be adjusted prior to payment.

Fundraisers:

Fundraiser reports will be verified for accuracy when completed.

School Concessions will be evaluated and prices/expenses will be adjusted in order to increase the gross profit percentage.

Fixed Assets:

When fixed asset inventory is moved from one location to another, the transfer will be documented and sent in to the Accountant II- Inventory Clerk at the Central Office. In addition, fixed assets will be closely monitored at the school and appropriate documentation will be sent in to the Accountant II- Inventory Clerk at the Central Office when items are disposed of. If a tag cannot be affixed to an item, the inventory number will be marked on the item with a marker. Purchases made with school activity funds will be closely monitored to determine if they should be tagged and added to inventory.