

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

**FOR
MT. HERMON SCHOOL
MT. HERMON, LOUISIANA**

**AS OF AND FOR THE PERIOD
July 1, 2022 through June 30, 2023**

Minda B. Raybourn

Certified Public Accountant
Limited Liability Company

820 11th Avenue
Franklinton, Louisiana 70438
(985) 839-4413
Fax (985) 839-4402

Minda B. Raybourn

*Certified Public Accountant
Limited Liability Company*

820 11th Avenue
Franklinton, Louisiana 70438
(985) 839-4413
Fax (985) 839-4402
wrcpa@huntbrothers.com

Member
AICPA

Member
LCPA

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 Mt. Hermon School for the year ended June 30, 2023. This engagement to apply agreed-upon procedures was performed in accordance with 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 test on other receipt categories where applicable.

Bank reconciliation - Each month tested was mathematically correct, all reconciling items were 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 outstanding for more than one year totaled \$369. There were no other exceptions to school board policy concerning bank reconciliation procedures in the months I tested. The beginning bank balance at July 1, 2022 was \$107,404 and the balance at June 30, 2023 was \$118,631, resulting in a net increase of \$11,227 for the year ended.

Cash disbursements - A total of 15 items were tested for the school year ended June 30, 2023. One item did not have a purchase requisition.

For all other items tested, school board policy was adhered to regarding the proper sequence of issuance of requisitions, purchase orders and the purchase of items. A properly executed requisition and purchase order was issued prior to the purchase or order of goods and services on all but one item tested. Supporting documents were properly signed indicating approval to purchase, pay, and receipt of the item by the school. All invoices were paid 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 – A total of 15 items were examined. Mt. Hermon School has very good documentation supporting their cash receipt transactions. 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. Of the items tested, four receipts were deposited more than 7 working days after the receipt of the funds.

Ticket reconciliation forms were utilized for the athletic events. My examination of the athletic funds did indicate a proper accounting for gate receipts and ticket inventory for the events supported by ticket reconciliation forms. There was one exception for a basketball game that did not have a reconciliation form attached. One form for a basketball game did not have the ticket numbers listed.

Funds from athletic concessions were turned in to the school secretary after each game. Receipts were indicated by a form signed by the person turning in the money and the secretary. Reconciliation forms were used to support the concession sales.

I also examined the accounting for the startup money for the events. The accounting for the startup money appeared to be in order.

Some of the deposits for athletic events were deposited between eight to ten days at the bank, after the event.

Concessions & Fundraisers:

- 1) General snack concessions sold during allotted times netted a profit of \$7,029. Gross percentage amounted to 32%.
- 2) Book Fair-Mt. Hermon held one book fair during the school year. The book fair netted the school \$2,000. The money raised goes toward Scholastic Dollars which are good for the purchase of Scholastic Book items.
- 3) The school had a cookie dough fundraiser. Net profit for the school was \$3,907.

Athletic Concessions - Sales and supply cost data to compute the gross profit on each concession were combined with indirect costs in the funds. I computed the gross profit for each area as follows:

	<u>Baseball & Softball</u>	<u>Basketball</u>	<u>Football</u>
Profit	1,831	2,465	1,397
Profit %	57%	37%	51%

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 1,564 items contained on the school's property inventory, I selected a sample of 313 (20%).

The following items were not tagged with an identifiable tag:

Items Not Tagged						
Building	Room	Tag No.	Description	Make	Model	Serial Number
D	409	125548	CART	LAKESIDE CART	3 TIER CART	
F	601	115748	CART, ANYWHERE	ANYWHER E CART	ANYWHERE CART	AC-PLUS-20197

The following inventory items could not be located:

Building	Room	Tag No.	Description	Make	Model	Serial Number
A	111	122022	LAPTOP	DELL	LATITUDE 3310	9M3RX93
C	301	115755	CHROMEBOOK	LENOVO	N42-20	LR0BBTPM LRNXB8817 001
E	505	122026	LAPTOP	DELL	LATITUDE 3310	F03RX93
BLD B	BLD B	121378	WATERCOOLER	ELKAY	EZH2O	201043081
B	OFFICE	123169	LAPTOP	DELL	LATITUDE 3310	6RP79G3

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.

I am required to be independent of Washinton Parish School Board and to meet my ethical responsibilities in accordance with relevant ethical requirements related to our agreed-upon engagement.

This report is intended solely for the use of the specified users listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Minda B. Raybourn, CPA
May 30, 2024

Corrective Action Plan

Cash Receipts: The importance of timely deposits will be communicated to the school secretary.

Fixed Assets Inventory: A system is being put into place in which Principals designate various employees to check physical inventory on hand versus what Central Office records show. Discrepancies are reported back to Central Office. Appropriate corrective measures are made by Central Office.

In addition, a new inventory tracking system is being implemented to assist Central Office and school-level staff in keeping up-to-date inventory records.