

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

**FOR
Enon Elementary School**

**AS OF AND FOR THE PERIOD
October 1, 2017 through September 30, 2018**

Minda B. Raybourn

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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 Enon Elementary School for the period of October 1, 2017 through September 30, 2018. 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 the property of the school and numbered in accordance with the property inventory list. I examined the records for the school's activity accounts. 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 Reconciliations

Six months were tested. All months tested were mathematically correct. There were no outstanding deposits that did not clear the bank. At the end of September 2018, there were 32 checks over 90 days old totaling \$505. The beginning bank balance on October 1, 2017 was \$62,502 and the balance on September 30, 2018 was \$71,070 resulting in a net increase of \$8,568 for the period ended.

Cash Disbursements

I tested a total of 32 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. Of the 32 disbursements examined, I found the following:

- One order to Amazon had no purchase order attached to the check stub for the purchase. However, a purchase order was issued and I was provided a copy. In addition, there was no invoice attached. What was attached was a print out of the cart items.
- One purchase for lumber and screws had a copy of the quote attached but no invoice.
- Purchases of gas for the lawnmower at a local convenience store were all dated before the purchase requisition and purchase order. Copies of the tickets where the gas was purchase d were attached.
- A purchase for tassels with the year charm was for \$88.15. The purchase order was for \$75.20
- Food items for staff appreciation day were purchased. The receipt did not give details of the items purchased. Only the total amount of the purchase was given.

With the exception of the above, the disbursements had adequate invoice documentation and were coded to the correct fund.

Adjustments

From time to time, adjustments to funds will need to be done for corrections or transfers between funds. One adjustment of \$37.32 to the concessions account was randomly selected for testing. There was no explanation given for the adjustment. There was no staff or principal signature authorizing the adjustment.

Cash Receipts

A total of 20 items were examined. 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. All receipts tested were deposited within the next business day.

Concessions and Fundraisers

I compiled revenue and related expenditure information from the school's concession and fundraiser activities. Gross profits and related percentages are as follows:

Revenues	3,449
Expenditures	2,207
Profit	1,242
Profit %	36%

Concession profits were left in the concession account at the end of the school's fiscal year of June 30, 2018.

The school's main fundraiser was the Scholastic book fair. The fundraiser allows the school to either 1) received 50% of sales in Scholastic dollars which are good toward future purchases from Scholastic or 2) 25% cash profit. The school chose to receive Scholastic dollars worth \$1,988. Fair book sales totaled \$3,976. The book fair was held before October 1, 2017, the beginning of this engagement.

Fixed Asset Inventory

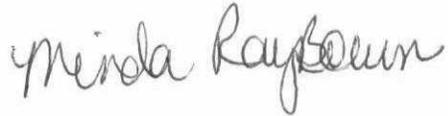
To verify physical existence of items on the School inventory list, I randomly selected items from the inventory list and checked for their physical presence in the listed room. As I moved throughout the School, I also picked items from each room and then verified that the item was on the inventory list. I was able to locate inventory items with the assistance of school personnel. Of the 591 items contained on the school's property inventory, I selected a sample of 131 (22%). Of the procedures conducted, I found the following:

- A duplex scanner and one work table could not be located.
- 17 items were located in a different location than what was listed on the inventory listing.
- Seven items had been swapped from one room to another. The listing still had the original room location and had not been updated.

All of the items I found were clearly marked with a property number and as property belonging to Washington Parish School Board. The principal is in charge of the inventory list.

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.

A handwritten signature in cursive script that reads "Minda B. Raybourn". The signature is written in dark ink and is positioned above the typed name.

Minda B. Raybourn
Franklinton, LA
April 30, 2019

Corrective Action Plan for Enon Elementary School

Corrective Action Plan for Enon Elementary School

Bank Reconciliations:

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

Cash Disbursements:

The principal will verify that each request for a check includes a requisition, purchase order, and a detailed invoice/receipt. Purchase orders will be issued prior to making the purchase. Invoices that are in excess of the purchase order amount will be researched and the increase approved by the principal prior to payment.

Adjustments:

All adjustments will be approved by the principal prior to the adjustment being made.

Fundraisers:

Items that are being sold will be examined to determine the gross profit. Items that fall below the 50% gross profit amount will be examined more closely to determine if the selling price should be increased, they can be obtained at a lesser price, or selling the item should be discontinued.

Fixed Asset Inventory:

The fixed asset inventory list will be examined to determine the proper location of all items. Items will be disposed and/or the location updated in a timely manner.