

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

**Wesley Ray Elementary School**

**AS OF AND FOR THE PERIOD  
July 1, 2018 through June 30, 2019**

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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 at Wesley Ray Elementary School for the period of July 1, 2018 through June 30, 2019. The school board's management is responsible for the accounting records and for established policies and procedures over the student activity fund. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. 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 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

Three months were tested. All months tested were mathematically correct. There were no outstanding deposits that did not clear the bank. At the end of June 30, 2019, there were 13 checks over 90 days old totaling \$1,461. The beginning bank balance on July 1, 2018 was \$36,775 and the balance on June 30, 2019 was \$46,014 resulting in a net increase of \$9,239 for the period ended.

### Cash Disbursements

I tested a total of 25 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. All payments made from the school activity fund must have an itemized invoice or other detailed documentation.

Of the 25 disbursements examined, I found the following:

- Five disbursements had an invoice date before the purchase requisition and purchase order date.
- Two invoices for concessions had invoice totals more than the approved purchase order amount.
- One invoice for a Scholastic book order was paid by statement. No detailed invoice was attached.
- A deposit for a night with the Pelicans did not have any confirmation or detailed invoice attached.

The disbursements were coded to the correct fund.

### Cash Receipts

A total of 20 items were examined. The receipts tested were balanced to the daily recap report and traced to the appropriate account in the activity ledger. Deposit tickets were complete and agreed with the daily recap report. All receipts tested were deposited within the next business day. Deposits examined were traced to the bank statement.

### 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	11,403
Expenditures	4,444
Profit	6,959
Profit %	61%

On August 17, 2018, \$6,000 was transferred from concessions to general account. This was for the 2017/2018 year.

The school's main had 2 Scholastic book fairs. 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.

After reviewing the total deposits and comparing the total remitted to Scholastic Books, the school did not make any profits from the book fairs. Deposits and payments are coded to the library fund. Below is a computation of the results:

Book fair held in September 24, 2018 through October 2, 2018:

Deposits to library fund:	\$1,512
Payment to Scholastic:	\$1,561
Loss	(\$49)

Book fair held March 12, 2019 – March 20, 2019:

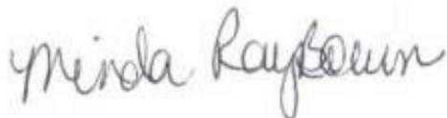
Deposits to library fund:	\$1,783
Payment to Scholastic:	\$1,783
Profit	\$0

Wesley Ray Elementary had a fundraiser for positive behavior initiatives selling the world's finest chocolate candy bars: The results are:

Deposits from the fundraiser:	\$10,110
Payment for product:	\$ 6,095
Profit:	\$ 4,015

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.



Minda B. Raybourn  
Franklinton, LA  
January 12, 2021

## **Corrective Action Plan for Wesley Elementary School**

## Corrective Action Plan for Wesley Ray Elementary School

### **Missing Records:**

School Activity Records will be kept in a designated secure location.

### **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, all of which will be dated. If an invoice is received in an amount that exceeds the purchase order, the discrepancy will be examined to determine if it is appropriate to pay the higher amount. The reason for the discrepancy will be noted on the invoice copy that is retained at the school. The principal will also verify that purchase requisitions are completed prior to placing orders.

### **Fundraisers:**

The Scholastic Book Fair fundraiser will be reviewed to determine if it is a profitable fundraiser for the school to participate in. If Scholastic dollars are chosen instead of keeping the 25% cash profit, this will be noted on the fundraiser form. Appropriate documentation will also be attached to the fundraiser financial report completed at the end of the fundraiser to show that this option was chosen and the amount of scholastic dollars the school will receive.