

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**



**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures**

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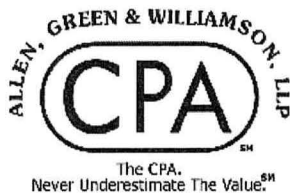
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## **Independent Accountant's Report on Applying Agreed-Upon Procedures**

DeSoto Parish School Board  
Mansfield, Louisiana

We have performed the procedures described in the following pages over the operations of the student activity funds of the DeSoto Parish School Board for the year ended June 30, 2025. The management of DeSoto Parish School Board is responsible for the policies and procedures over the operations of the student activity funds.

Management of the DeSoto Parish School Board, Mansfield, Louisiana has agreed to and acknowledged that the procedures are appropriate to meet the intended purpose of assisting users in determining whether the selected schools are in compliance with the policies and procedures of the School Board regarding student activity funds. 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 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 performed are appropriate for their purposes.

In accordance with your instructions, this report includes only those exceptions exceeding \$50. The procedures and associated findings begin on page 8 of this report.

We were engaged by DeSoto Parish School Board to perform this agreed-upon procedures engagement and conduction our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, 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 DeSoto 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 DeSoto 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 18, 2025

**DeSoto Parish School Board  
Mansfield, Louisiana**

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**DeSoto Parish School Board  
Mansfield, Louisiana**

**Summary of Procedures**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
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June 30, 2025**

**Summary of Procedures**

The following is a summary of the procedures performed listing which schools had exceptions in the areas tested. Please see the applicable school for additional information.

## **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.

### **Results:**

- No schools had exceptions in testing the above procedures related to cash and cash equivalents.

## **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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

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**Summary of Procedures**

**Results:**

The following school had exceptions in performing cash count:

- Stanley High School

The following school had exceptions in performing testing of fifteen cash receipts:

- Logansport High School
- North DeSoto Upper Elementary School
- Stanley High School

The following schools had exceptions in performing testing of game receipts:

- Logansport High School
- Stanley High School

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
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June 30, 2025**

**Summary of Procedures**

**Results:**

The following schools had exceptions in performing testing of fifteen disbursements:

- Logansport High School
- Mansfield Middle School
- North DeSoto Lower Elementary School
- North DeSoto Upper Elementary School
- North DeSoto Middle School
- North DeSoto High School
- Stanley High School

The following schools had exceptions in performing testing of credit cards:

- Logansport High School
- North DeSoto Middle School

The following schools had exceptions in performing testing of fundraising activities:

- Logansport High School
- Mansfield Middle School
- North Desoto Lower Elementary School
- Stanley High School

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

**Results:**

The following schools had exceptions in reviewing two months of financial reports:

- Stanley High School

**DeSoto Parish School Board  
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**Summary of Procedures**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

### **Results:**

The following schools had exceptions in testing the above procedures related to school support organizations:

- North DeSoto Lower Elementary School
- North DeSoto Middle School
- North DeSoto High School
- Stanley High School

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**DeSoto Parish School Board  
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**Logansport High School**

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**Logansport 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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:** In testing the fifteen receipts there was one exception where a deposit was not done timely and two exceptions where the forms for concession inventory were not used. Three exceptions were noted while testing the games where no ticket reconciliation was signed by personnel.

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**Logansport High School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, two exceptions noted where there were no receipts. One exception was noted where invoice was less than the check amount. Two exceptions noted where employees were reimbursed without support. One exception noted where an invoice was not provided to determine its timeliness. One exception noted where charge was not posted to correct account. One exception noted where purchase was not reasonable. Five exceptions where school's purchase policy was not followed. In testing two months of credit card statements there were five exceptions due to missing credit card statement and documentation. For one fundraiser established procedures were not properly followed.

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**Logansport High School**

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving for more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No exceptions were noted as a result of applying the agreed upon procedures. No confirmation was received from the support organization's officers to observe all payments made to the school.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Mansfield Elementary School**

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**Mansfield 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

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Mansfield, Louisiana**

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**Mansfield Elementary School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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 for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

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**Student Activity Funds  
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**Mansfield Elementary School**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No school support organizations were noted at this school; therefore, no testing performed.



**DeSoto Parish School Board  
Mansfield, Louisiana**

**Mansfield Middle School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
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**Mansfield Middle 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

**DeSoto Parish School Board  
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**Mansfield Middle School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, one exception noted where invoice was not paid timely. In testing fundraisers, three exceptions were noted where fundraiser policies were not followed.

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**Mansfield Middle School**

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No school support organizations were noted at this school; therefore, no testing performed.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Mansfield High School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

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**Mansfield 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**Mansfield High School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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 for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**Mansfield High School**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No exceptions were noted as a result of applying the agreed upon procedures. No confirmation was received from the support organization's officers to observe all payments made to the school.



**DeSoto Parish School Board  
Mansfield, Louisiana**

**North DeSoto Lower Elementary School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Lower 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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. The elementary school does not have any athletic events; therefore, no testing performed.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Lower Elementary School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, two exceptions noted where no evidence of receipts of goods or services. The elementary school does not have any credit cards; therefore, no testing performed. In testing fundraisers, one exception noted where school policies were not properly followed.

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Lower Elementary School**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** In testing all current school support organizations, one exception noted due to club/organization not being current with reporting requirements. No confirmation was received from the support organization's officers to observe all payments made to the school.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**North DeSoto Upper Elementary School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Upper 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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:** In testing 15 receipts, one exception noted where deposit was not done timely. The elementary school does not have any athletic events; therefore, no testing performed.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Upper Elementary School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, two exceptions noted where no receipts of goods or services were received. One exception noted where there was no support for proper documentation. The elementary school does not have any credit cards; therefore, no testing performed.

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Upper Elementary School**

**School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving for more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No exceptions were noted as a result of applying the agreed upon procedures. No confirmation was received from the support organization's officers to observe all payments made to the school.



**DeSoto Parish School Board  
Mansfield, Louisiana**

**North DeSoto Middle School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Middle 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Middle School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing 15 disbursements, one exception noted where charge was not supported by proper documentation. In testing two months of credit cards, ten exceptions noted due to no credit card statements or documentation being provided.

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto Middle School**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving for more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records

**Comment:** In testing the current school support organization one exception was noted where the president served more than 2 years consecutively.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**North DeSoto High School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto High School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, one exception noted where charge was not supported by proper documentation.

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**North DeSoto High School**

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** In testing current school support organizations one exception noted where a treasure served more than 2 years consecutively. No confirmation was received from the boys soccer club officers in order to observe all payments made to the school.



**DeSoto Parish School Board  
Mansfield, Louisiana**

**Stanley High School**

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**Stanley 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 noted as a result of applying 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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:** In performing a cash count, no receipts were attached with money. In testing fifteen disbursements, one exception was noted where a deposit was not made timely. Seven exceptions were noted where the individual receipts in the batch did not total the deposit amount. Seven exceptions were noted where the individual receipts did not match the teacher logs. In testing five game receipts one exception was noted where the deposit was not done timely. One exception was noted where the ticket reconciliation was not properly prepared.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**Stanley High School**

## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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:** In testing fifteen disbursements, three exceptions were noted where it was missing evidence of receipts of goods or services. Three exceptions were noted where charge was not supported by proper documentation. One exception was noted where the invoice date was not current when compared to the date of the check. Three exceptions were noted where the expenditure was not in accordance with the School Board's financial policies. The school does not have any active credit cards; therefore, no testing was performed. In testing fundraisers three fundraisers did not have the proper forms and two were not deposited timely after the fundraiser's end date.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**Student Activity Funds  
Agreed-Upon Procedures  
June 30, 2025**

**Stanley High School**

## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

**Comment:** September 2024 and April 2025 were selected for testing. The September 2024 and April 2025 financial reports included two accounts with a deficit balance, which is not reasonable.

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving for more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** One exception was noted where the president of the school support organization has served more than 2 years consecutively. No confirmation was received from one the booster club's officers to observe all payments made to the school.

**DeSoto Parish School Board  
Mansfield, Louisiana**

**GRACE HOUSE**

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**Grace House**

## **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 noted as a result of applying 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 one week's receipts.
2. Select 15 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 (at least weekly).
  - 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.
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 noted as a result of applying agreed upon procedures. No games at school; therefore, no testing deemed necessary.

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## **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.
2. Select 15 disbursements on a random basis and test for the following attributes:
  - a. Check is signed by authorized personnel.
  - b. Evidence of receipts of goods or services.
  - c. Invoice amount agrees with check amount.
  - d. Charge is supported by proper documentation.
  - e. Invoice date is current when compared to date of check.
  - f. Accounting distribution/classification is consistent and correctly posted.
  - g. Charge appears to be necessary and reasonable.
  - h. Ascertain that expenditures are in accordance with the School Board's financial policies, particularly the purchasing policy.
  - i. Verify that advanced written approval from the Business Office was given before a check was made payable to a school administrator, bookkeeper, or an immediate family member of the administrator or bookkeeper.
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.
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 noted as a result of applying agreed upon procedures. The school does not have any active credit cards; therefore, no testing was performed.

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## **Financial Reporting**

Review two months of financial reports for the following attributes:

- a. Account balances appear reasonable.
- b. Accounts do not hold a deficit balance, or if deficits are noted that reasonable explanation is obtained.
- c. Account balances in reserves are at least 15% of current year expenditures.

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

## **School Support Organizations**

1. Obtain a list of all current school support organizations (booster clubs, PTA, etc.) and a listing of the applicable officers for each. Test for the following attributes:
  - a. Club/organization is current on reporting requirements to the school.
  - b. School Board employees are not officers of the club/organization and are not involved in financial transactions of the club/organization.
  - c. The President and Treasurer are not serving for more than 2 years consecutively.
2. Obtain confirmation from school support organizations for all payments made to the school for the fiscal year. Test for the following attributes:
  - a. The funds are being used to support the school's activities.
  - b. Any funds submitted to the school have been properly receipted in and recorded in the school's financial records.

**Comment:** No school support organizations; therefore, no testing deemed necessary.





The following information is being provided in response to the 2024-25 Student Activity Fund audit exceptions:

Operations of the student activity funds at each school were tested by external auditors based on a set of agreed upon procedures. The exceptions found at each school have been discussed with the principals and school bookkeepers. A Each principal with audit exceptions will be asked to provide a response that will be included in a full report to the Finance And Operations Committee at a meeting prior to the end of this fiscal year. Annual external audits of the schools will continue as well. A staff development session for school administration (including Athletic Directors) and bookkeepers will be delivered by one of our external auditors who will review student activity fund policies and speak on the importance of keeping accurate and complete financial records for the schools. A date will be selected to have this training again in July 2026. Additionally, our Student Activity Fund Manual is planned to be updated during the 2025-26 fiscal year and all updates will be highlighted during the July training.

The Grants/Cash Manager will continue his monthly review of financial reports (including bank reconciliations) for each school and will address any concerns as they are discovered.

The DeSoto Parish School Board is committed to the safekeeping of all its student activity funds and will continue to strive to achieve excellence in financial reporting and compliance for all our schools.

Clay Corley  
Superintendent

A handwritten signature in blue ink, appearing to read "Clay Corley", written over a horizontal line.

Stephen McCutcheon  
Finance Supervisor

A handwritten signature in blue ink, appearing to read "Stephen McCutcheon", written over a horizontal line.

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