

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

**FOR
Varnado High School**

**AS OF AND FOR THE PERIOD
July 1, 2021 through June 30, 2022**

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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 Varnado High School for the period of July 1, 2021, through June 30, 2022. The school board's management is responsible for the accounting and inventory records and for established policies and procedures over the student activity fund and school inventory. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

Bank reconciliations

Each month tested was mathematically correct, all reconciling items proper, and the reconciled balance equaled the activity account ledger. Beginning and ending balances were traced to prior and subsequent year balances to verify proper cutoffs with transactions recorded in the proper period and

balances carried forward properly. At June 30, 2022, there was \$4,8510 in outstanding checks that were 90 days and older. The beginning bank balance at July 1, 2021, was \$56,653 and the balance at June 30, 2022 was \$70,051, resulting in a net increase of \$13,398 for the year ended.

Cash Disbursements

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

I tested 25 disbursements. Out of the 25 disbursements, all had a purchase requisition, purchase order, and invoice or receipt. Purchase requisitions and purchase orders were all approved. Payment documentation was approved.

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

Cash Receipts

For each transaction, a computer-generated receipt is required to be produced. A total of 20 items were examined. I found all receipts and related documentation. The items tested were coded accurately to the correct fund.

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

Fundraisers

One of the school's biggest fundraisers was an FFA Fundraiser to sell meat sticks. Sales totaled \$3,121 and expenditures totaled \$2,517 leaving a profit of \$604.

Athletic Events

Ticket reconciliation forms are required to be completed and signed after each event. The form requires that the number of tickets sold, ticket prices, and gate proceeds be computed. A cash reconciliation is also required to be computed to reconcile the gate and start-up funds. Three signatures are required on the form.

Testing revealed an inconsistent use of the form. Some had 3 signatures, some had 2 signatures, and some had no signatures. Beginning and ending ticket numbers were not indicated on the forms. We could not determine how many tickets were sold and we could not determine the gate proceeds based on the number of ticket sales. Proceeds were traced from the reconciliation forms to the accounting records.

Regarding the startup money for athletic events, it was difficult at times to determine when the funds were redeposited. At times, the startup money was held from one game and used for the next. Speaking with staff, when an athletic event is held, someone will pick up the start up money for both

ball game and concessions. It is noted on the back of the ticket reconciliation form how much is picked up but no one signs the form when the money is picked up. When the money is returned to the office, it can be difficult to verify how much was turned in versus how much was picked up without a signature trail at the time the funds are picked up before the game. Examples include:

- Junior Varsity football game on October 12, 2021 had start up concessions of \$500.00 on check #24949. The check was coded to 102 Concessions. I cannot determine where this money was redeposited.
- High School football game on October 29, 2021 had start up of \$2,600 for game and concessions. I can trace \$1,200 redeposited but not the remainder.

Athletic Concessions

For the band boosters and ball teams, sales and supply cost data to compute the gross profit on each concession were extracted from the school accounting records. I computed the gross profit (percentage and dollar) for all area as follows. I was not able to determine for each athletic area their own concessions as the expense were coded to basketball concessions and regular concessions. Gross concessions were \$13,349 and expenditures was \$2,966. Net profit from athletic concessions was \$10,384.

Reconciliation forms are required to account for the concession proceeds. Signatures on the forms varied from 3, 2, 1, and none. One concession form was not turned in.

School Concessions

Drink and snack concession profits support the school's overall activities. The gross profit generated for the school year was \$1,720 and the gross profit percentage was 17%.

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 1,330 items contained on the school's property inventory, I selected a sample of 202 (15%).

The following are items that did not have an identifiable tag number:

Items not tagged						
Building	Room	Tag No.	Description	Make	Model	Serial Number
		122210	INTERACTIVE BOARD	NEWLINE	TRU TOUCH	
		122784	INTERACTIVE BOARD	NEWLINE	TRU TOUCH 750RS	
1	102	117386	PROJECTOR	ACER		93700163159
11	1102	117385	PROJECTOR	ACER		93700162659
1	123	121208	SERVER	HOWARD	SP280	
2	206	100217	MIDWEST MOBILE TABLE		8857507	
2	206	100218	MIDWEST MOBILE TABLE		8857507	
2	206	912 SL	SISCO CAFETERIA TABLE			NA
2	207	121493	REACH-IN COOLER	ARTIC AIR	AR23	
9	901	106595	LAWN MOWER	TORO	REELMASTER 3100-D	03200 210000567
AG SHOP	BLUE BUILDING	117553	AIR CONDITIONER	25000 BTU HEAT COOL	REG-253M	83691804197103150130
PRESS BOX	PRESS BOX	125981	AIR CONDITIONER	25000 BTU WINDOW UNIT	25000 BTU WINDOW UNIT	340E36456061A180150070

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

Tag No	Listed		Located		Description	Make	Model	Serial Number
	Building	Room	Building	Room				
116913	1	102	1	106	CHROMEBOOK	LENOVO	14E 81M	MP239J3R
116915	1	102	1	106	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LR1CP
116916	1	102	1	106	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LONW6
116921	1	102	1	106	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LQLAH
108049	1	103	1	109	LAMINATOR		4250	LG00311CAC0W
116935	1	114	1	102	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LR0VJ
116936	1	114	1	102	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LQXNY
117224	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LW9FM
117226	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LWBSJ
117231	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LWBQC
117233	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LW9NY
117235	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LW9DQ
117238	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LW9LX
117239	1	117	1	102	CHROMEBOOK	LENOVO	14E 81 MH	1S81MH0006USMP1LW9N1
115256	12	1202	1	102	CHROMEBOOK	LENOVO	N42-20	LROBAM48
116887	12	1210	1	102	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LST0N
116893	12	1210	1	102	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LSVVH
116895	12	1210	1	102	CHROMEBOOK	LENOVO	14E 81M	1s81MH0006USMP1LSYPF

The following listed below items that could not be located:

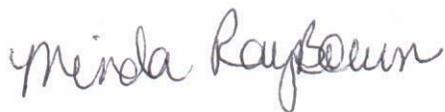
Items Not Located							ACQUISITION COST
Building	Room	Tag No.	Description	Make	Model	Serial Number	
10	1001	114588	LAPTOP	HP	PROBOOK 450 G5	5CD81032ZY	732.00
1	106	117455	CHROMEBOOK	HP	14 G6 CELERON N4020	5CD011GQF5	262.00
1	106	117456	CHROMEBOOK	HP	14 G6 CELERON N4020	5CD011GQP7	262.00
1	106	120400	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP1XCS8Q	350.75
1	106	120413	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP1XF96X	350.75
1	110	114980	COMPUTER	HOWARD	Q27LPKB	2164722718	1,025.08
1	110	114982	COMPUTER	HOWARD	Q27LPKB	2164742718	1,107.00
1	110	114989	COMPUTER	HOWARD	Q27LPKB	2164812718	1,107.00
1	113	114497	CHROMEBOOK	LENOVO	N42-20	LR0AGZGA	235.00
12	1209	104483	PROJECTOR	LUMENS	2200	M3VF990501L	599.00
12	1213	123449	IPOD TOUCH	APPLE	PVJ32LL/A	SF6KGJ0EXM93J	299.00
						Total	6,329.58

There were items listed on the inventory report that were disposed. These items have been updated.

I was not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

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

Yours truly,

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

Minda B. Raybourn
Franklinton, LA
September 11, 2023

Corrective Action Plan for Varnado High School

Corrective Action Plan for Varnado High School

Athletic Events:

Ticket and cash reconciliation form will be correctly completed and have the correct number of signatures. Signatures will be obtained when start-up money is picked up prior to an athletic event. The redeposit of these monies will be clearly indicated.

Fixed Asset Inventory:

A properly executed requisition and purchase order will be issued prior to the purchase or order of goods and services.

Fixed Assets:

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

Prior to close of a school year, school staff responsible for tracking inventory will locate items on the school's inventory list. The checked list will go to Accountant II-Inventory Clerk at the Central Office. Any items that are unable to be located will be investigated by the school with the assistance of Accountant II-Inventory Clerk at the Central Office.

Principal will review and approve school's inventory list. The Principal will appoint another employee to track assets and keep the list updated. This employee will also alert the Central Office Inventory Clerk when tags become unidentifiable.

Periodic sampling of inventory items will be made to ensure that items are appropriately tagged.

In addition, a new inventory tracking software is currently being implemented.