

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

**FOR
Franklinton 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 and school property inventory at Franklinton Elementary School for the period of July 1, 2018 through June 30, 2019. The school board's management is responsible for the accounting and inventory records and for established policies and procedures over the student activity fund and school inventory. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

Bank Reconciliations

Four months were tested. All months tested were mathematically correct. There were no outstanding deposits that did not clear the bank. At the end of September 2018, there were 24 checks over 90 days old totaling \$318. The beginning bank balance on July 1, 2018 was \$66,125 and the balance on June 30, 2019 was \$60,180 resulting in a net decrease of \$5,945 for the period ended.

Cash Disbursements

I tested a total of 34 disbursements. School board policy requires that a properly executed requisition and purchase order be issued prior to the purchase or order of goods and services. Of the 34 disbursements examined, each had a properly dated and approved purchase requisition and purchase order.

The disbursements had adequate invoice documentation and were coded to the correct fund.

Cash Receipts

A total of 25 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.

Receipts for concessions included the computer receipt signed by one staff member and a handwritten receipt signed by one staff member. There were no other signatures. I suggest two signatures when the concession funds are turned in for the day: one from the staff that worked the concession and the other from the staff at the office.

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	20,005
Expenditures	10,755
Profit	9,251
Profit %	46%

On July 10, 2018, \$10,000 was transferred from concessions to general account. This was for the 2017/2018 year.

The school's main fundraiser was the Scholastic book fair. The fundraiser allows the school to either 1) received 50% of sales in Scholastic dollars which are good toward future purchases from Scholastic or 2) 25% cash profit. Franklinton Elementary chose to receive the 25% cash profit. The total profit was \$1,581.

Fixed Asset Inventory

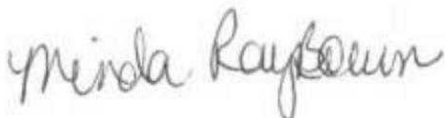
To verify physical existence of items on the School inventory list, I randomly selected items from the inventory list and checked for their physical presence in the listed room. As I moved throughout the School, I also picked items from each room and then verified that the item was on the inventory list. I was able to locate inventory items with the assistance of school personnel. Of the 942 items contained on the school's property inventory, I selected a sample of 96 (10%). Of the procedures conducted, I found the following:

- There were 46 tablets that were on the inventory listing that were located in a different building and/or room than what was being reported on the list. At issue is the fact that there were changes that occurred before the beginning of the school year. Students were shifted from Franklinton Junior High to Franklinton Elementary School. Grade locations and teachers were reassigned. Because of this change, tablets were moved from one location to another. The changes were not recorded to the inventory listing.
- There was a one item that did not have inventory tag.
- Five Chromebooks were purchased using activity account funds. They are on the inventory listing.

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

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

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



Minda B. Raybourn
Franklinton, LA
December 3, 2019

Corrective Action Plan for Franklinton Elementary School

Corrective Action Plan for Franklinton Elementary School

Cash Receipts:

A dual signature will be obtained for the concession receipts.

Fixed Asset Inventory:

A list of room changes will be sent to the Inventory Accountant at the Central Office when fixed assets are assigned to new rooms at the beginning of the school year.