

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

**FOR  
Franklinton Primary School**

**AS OF AND FOR THE PERIOD  
July 1, 2023 through June 30, 2024**

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MEMBER  
A.I.C.P.A.

MEMBER  
L.C.P.A.

## **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 Primary School for the period of July 1, 2023, through June 30, 2024. 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. The beginning bank balance at July 1, 2023, was \$225,658 and the balance at June 30, 2024 was \$240,207 resulting in a net increase of \$14,549 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 15 disbursements. Out of the 15 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 15 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

The school had a fundraiser to sell chocolate bars. The fundraiser netted the school a profit of \$8,584. Proceeds went towards the purchase of playground equipment.

The school had a raffle. The total proceeds was \$3,485. Proceeds were used to purchase gift cards for LEAP rewards.

### School Pictures

Picture fees are deposited to the school account and the photographer will be paid when invoices are remitted. The school had a profit of \$4,735 which was transferred to the general fund.

### School Concessions

Concession includes the sales of food and drink items. Gross profit from concessions were computed as shown below:

Revenues	38,763
Expenses	(17,145)
Profit	21,619
%	56%

At the end of the school year, \$21,394 was transferred from concessions to the general fund.

### 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 1,714 items contained on the school's property inventory, I selected a sample of 346 (20%).

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

Items Not Located					
Building	Room	Tag No.	Description	Make	Model
300	302	111322	COMPUTER	HOWARD	H81AMKB
400	429	120162	CHROME TABLET	LENOVO	10E

The following items did not have a tag:

Items Not Tagged					
Building	Room	Tag No.	Description	Make	Model
100	124	113294	LAPTOP	HP	PROBOOK 450 G3
100	137	113306	AIR CONDITIONER	COMFORT AIR	25000 BTU HEAT/COOL
400	428	116416	AIR CONDITIONER	25000 BTU HEAT/COOL	REG-253M
1	HALL	107369	WATER COOLER	Elkay	EWA8L12
		121585	INTERACTIVE BOARD	NEWLINE	TRU TOUCH
		121586	INTERACTIVE BOARD	NEWLINE	TRU TOUCH

The following items were purchased using student activity funds and were not on the inventory report. These have since been given tag numbers.

- 1) Geovision GV-EBD4813 4MP IR Outdoor AI network dome camera with varifocal lens purchased on 3/14/24 for \$1,723.54.
- 2) Maxx self-contained ice machine purchased on 8/31/23 for \$1,999.00.
- 3) Playground equipment purchased on 4/15/24 for \$19,089.29.

The following items were disposed of but were still on the inventory report:

Items Disposed					
Building	Room	Tag No.	Description	Make	Model
100	141	111471	COMPUTER	HOWARD	H81ALPKB
300	302	109574	COMPUTER	HOWARD	H61AMKB
400	430	120293	CHROME TABLET	LENOVO	10E
400	413	120663	CHROMEBOOK	LENOVO	14E
300	302	110844	COMPUTER	HOWARD	H61ALPKB
800	801	108523	MILK COOLER	BEVERAGE AIR	SM49NS
100	136	111311	AIR CONDITIONER	COMFORT AIR	25000 BTU HEAT/COOL
400	404	114641	IPAD MINI 4 128GB	IPAD MINI 4 128GB	IPAD MINI 4 128GB

### Prior Examination Report Findings

The prior examination of Franklinton Primary School was for the period July 1, 2020, through June 30, 2021. One disbursement had a purchase order with no signatures. Two inventory items could not be located. One inventory item was purchased using student activity funds and was not on the inventory report.

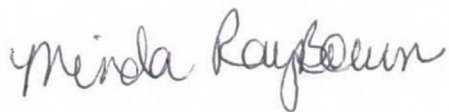
I was engaged by the entity to perform this agreed-upon procedures engagement and conducted the engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*.

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 or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the entity and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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 dark ink, reading "Minda Raybourn". The signature is written in a cursive, flowing style.

Minda B. Raybourn  
Franklinton, LA  
March 10, 2025

## **Corrective Action Plan for Franklinton Primary School**

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### **Fixed Assets Inventory:**

Principals are now being furnished with inventory lists for their schools-sorted by location. The designee (secretary/para) of each location reviews his/her respective list and makes any corrections necessary. The principal will then review the changes and report them to the Central Office Inventory Clerk. The CO Inventory Clerk then makes any changes necessary in the inventory system.

The Central Office Inventory Clerk will regularly review purchase orders at the district and school levels in order to know what items to expect for delivery. Information from these purchase orders can be used to prepare tags to be assigned to the inventory once it arrives. This preliminary step will reduce the time required to process the inventory once it arrives and get it to its proper location. In addition, this step will be particularly helpful for large volume purchases or for purchases of inventory that will be directly delivered to a school.

Random internal audits of fixed asset inventory have begun taking place. These procedures will be conducted at various locations throughout the year. During these internal audits the designated Central Office employee uses the location's inventory master list and randomly selects items from the list. The internal auditor then searches for the items on the random list. Any discrepancies between the list and actual inventory observed on-hand are noted and then corrected at the Central Office. In addition, while walking around the buildings, the internal auditor reverses the process and randomly selects items in a particular room or location and compares to the master list to be sure that the physical items observed are listed in the inventory list and are reported as being in the correct location. Again, any discrepancies are noted and corrected.

Personnel responsible for tracking inventory at the various locations will be trained regarding proper procedures regarding reporting inventory additions, disposals and transfers. This training will be especially beneficial to newer designees and provide for consistency among the various locations regarding procedures practiced for the proper tracking of inventory items.