

Burden and Alongo

CERTIFIED PUBLIC ACCOUNTANTS

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William R. Burden

Sharon W. Alongo

Cash receipts tested were properly accounted for, deposited intact but not in a timely manner. Most deposits were made weekly. Tracing from receipts to deposit to activity ledger was a smooth process. Cash receipt documentation is very detailed and provides an excellent audit trail. Cash ticket reconciliations were proper and corresponding cash was deposited intact and recorded appropriately in the activity account ledger. Occurrences netted a bit gross profit to the school. Other revenues for which responsibilities procedures were applied, were found to be without exception.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified users listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Yours truly,

Burden & Alongo
Burden and Alongo, CPAs

November 14, 1996

YOUR PROVISIONS OF 1986 I.R.C. 1996
REPORT IS A PUBLIC DOCUMENT. A
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Address Date: FEB 24 1997

Darden and Allenge

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William R. Darden

James W. Allenge

The bookkeeper needs to document receipt numbers on the deposit tickets and note on the last receipt, the total amount of the deposit. Cash ticket reconciliations from athletic events were proper, corresponding cash was deposited intact and recorded appropriately in the activity ledger. Deposits were not made timely, normally only once a week. Concessions netted a 10% gross profit to the school.

Mc. Herman School

Fixed Assets were randomly selected from the inventory list, and from the school premises. One hundred-eighty six items were chosen. We found 84% of the items selected and of the items found 44% had identification tags. The percentage of items found and tagged was less than last year. The inventory list is not completely broken down by room and finding items was somewhat difficult. Several items selected from the school premises were not on the list. The items not on the list were found to be items purchased through the school's activity accounts. A system needs to be developed to insure that items purchased through activity accounts are added to the inventory list and tagged. If Mc. Herman School will get their inventory list broken down by room and get activity account purchases recorded on list then the property inventory should properly reflect the school's property.

Bank Reconciliations tested were mathematically correct, reconciling items proper and in balance with the activity ledger. Beginning and ending balances were traced to prior and subsequent year balances with no exceptions noted. Cash balances were verified, month to month, without exception.

Cash disbursements - School personnel and records show improvement in adherence to the school board's purchase policy, however, purchase order numbers were not documented on invoices. Invoices were not defaced on being paid, however, the corresponding purchase order was. All items tested were supported by the proper documentation, and invoices, purchase orders and requisitions were signed by the principal.

Davidson and Shingo

CERTIFIED PUBLIC ACCOUNTANTS

402 1/2 THE AVENUE
EVANSTON, ILLINOIS 60120
312 854-1111
434 PULASKI AVENUE

William R. Davidson

Deanna W. Shingo

Ninety items were chosen. We found 88% of the items selected and of the items found 71% had identification tags. The percentages of items found and tagged are down from last year. The inventory list is still not broken down by room. Desks, chairs, filing cabinets, and overhead projectors are listed together. We suggest the inventory be listed by room even down to storerooms. Teachers should be made aware of the inventory items in their rooms at the beginning of school year and any transfer should be communicated to the office or person in charge of property inventory. Capital items purchased through activity accounts are not being added to the property inventory list. A system needs to be developed to insure the School Board office will be notified and items can be added to list and tagged. It is easier to locate property at Argie than at any other school. With a few minor changes the inventory list would be in excellent shape.

Bank Reconciliations tested were mathematically correct, reconciling items proper and in balance with the activity ledger. Beginning and ending balances were traced to prior and subsequent year balances, however, we could not follow each month to month balance due to the lack of proper printouts of the activity account ledgers. The monthly printout recapping activity account balances should be on file at the school. The end of the year, year to date activity account ledger should also be maintained as part of the schools financial records.

Cash disbursements - Of the items tested, 88% of the purchase orders and requisitions were not issued in compliance with school board policy. Invoices were not defaced as being paid, however, the corresponding purchase order was. Most items tested were supported by the proper documentation, and invoices, purchase orders and requisitions were signed by the principal. There were several items in the test sample that did not have an invoice as part of the supporting documentation. On the invoices examined, purchase order numbers were not documented.

Cash receipts appear to be properly accounted for, deposited intact but not in a timely manner. Tracing from receipt to deposit to activity ledger was not a smooth process.

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NO. 1011

Borden and Alingo
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1001 FREDERICK
WASHINGTON, D.C. 20004
JUL 13 1983

William R. Borden

Dennis W. Alingo

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

Washington Parish School Board
Franklinton, LA

We have performed the procedures listed below, which were agreed upon by the School Board and Superintendent. These procedures were performed solely to assist the school board office with respect to compliance with policy and procedures concerning individual school activity accounts and school property inventory. This engagement to apply agreed-upon procedures was performed in accordance with 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, we make no representation regarding the sufficiency of the procedures described below either for the purposes for which this report has been requested or for any other purposes.

We 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. We also inspected property items to determine if they were identified as property of the school and numbered in accordance with the property inventory list. We examined the records for each 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 school board policies and procedures. We tested bank deposits against pre-numbered receipts for propriety and traced them to the activity ledger. We calculated gross profit percentages on concession sales and performed reasonableness test on other receipt categories where applicable. In the schools' athletic programs we tested the gate receipt reconciliations to bank deposits and the activity ledger. We also verified the accountability of pre-numbered tickets used throughout the year for athletic events.

Following are the findings of our procedures listed by school:

- Angie Junior High School
- Sixty items were randomly selected from the inventory list, and the school's president.