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**CALDWELL PARISH SCHOOL BOARD
COLLUMBA, LOUISIANA**

**School Activity Fund
Approved Upon Treasurer Report
for the Year ended June 30, 1956**

Under provisions of State law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewer, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10-27-88

CALDWELL PARISH SCHOOL BOARD
Columbia, Louisiana

School Activity Fund
Agreed-Upon Procedures Report
for the Year Ended June 30, 1998

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INDEPENDENT ACCOUNTANTS' REPORT

TO THE BOARD OF DIRECTORS
CALDWELL PARISH SCHOOL BOARD
COLUMBIA, LOUISIANA

I have applied certain agreed-upon procedures, as described in the accompanying Description of Procedures for Selected Records and Transactions, to a selected school in Caldwell Parish as of and for the year ended June 30, 1998. These procedures were performed in accordance with the arrangements set forth in my letter to you dated July 16, 1997 solely to assist you in evaluating the accounting records and policies of the Student Activity Fund of Caldwell Parish School Board. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures as described either for the purposes for which this report has been requested or for any other purpose.

The procedures I performed and the accounts to which they pertained are set forth in the accompanying Description of Procedures for Selected Records and Transactions, and my findings relative thereto are set forth in the related accompanying Summary of Findings, Observations and Recommendations, both of which are an integral part of this report.

I was not engaged to, and did not, perform an examination, the objective of which would be an expression of an opinion on the Student Activity Fund. 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 School Board, and the Legislative Auditor 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.


Bonnie T. Robbette, CPA

August 25, 1998

CALEDWELL PARISH SCHOOL BOARD
Columbia, Louisiana

Schedule I

UNION CENTRAL ELEMENTARY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 1998

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 1998 and performed the following:
 - a. I verified the mathematical accuracy of the reconciliation.
 - b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
 - c. I compared the reconciled bank balance to the general ledger for one bank account.

Caldwell Bank & Trust Co.	\$ 13,847.78
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 - d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
 - e. I examined all interfund transfers, if any.

There were no interfund transfers.
 - f. There were no outstanding checks at June 30, 1998.
2. I obtained a list of certificates of deposit for the year end.
 - a. There were no certificates of deposit at June 30, 1998.
3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2953, 39:327.

CALDWELL PARISH SCHOOL BOARD
Columbia, Louisiana

Schedule I

UNION CENTRAL ELEMENTARY SCHOOL
DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 1998

A. CASH AND CASH EQUIVALENTS (continued)

One bank account was in existence, an non-interest checking account.

B. REVENUES

1. The school was not using a receipt system for the school year ending June 30, 1998. I was unable to determine a method of defining the receipt population in order to select a sample of receipts. I also determined the audit trail for receipts was not sufficient to perform the tests we had previously agreed upon.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for three attributes.

1. Documentation attached to prevent duplicate payment.
2. Check signed by authorized personnel.

CALDWELL PARISH SCHOOL BOARD
Columbia, Louisiana

Schedule I

UNION CENTRAL ELEMENTARY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 1998

C. EXPENDITURES (continued)

3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Statement agrees with payee.
7. Invoice date is correct when compared to date of check.
8. Accounting distribution/classification is consistent and correctly posted.
9. Charge appears to be necessary and reasonable.
10. Vats obtained if applicable.
11. Expenditure is allowable under applicable laws.

The results of these tests are discussed in the accompanying Summary of Findings, Observations and Recommendations.

UNION CENTRAL ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

This portion of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Selected Areas and Transactions of UNION CENTRAL ELEMENTARY SCHOOL.

REVENUES

1. The school was not using a receipt system for the school year ending June 30, 1998. I was unable to determine a method of defining the receipt population in order to select a sample of receipts. I also determined the cash trail for receipts was not sufficient to perform the tests we had previously agreed upon.

The school is responsible for monies once they are received by school personnel. This means accountability must be initiated when funds are first received by a school employee. I recommend the school implement controls over receipts as follows:

1. Commission receipts are sold by the school secretary and the principal. Receipts are counted and deposited by the secretary. She is responsible for ordering supplies, making sales and collecting receipts. Adequate controls do not exist in this area. I recommend an inventory of commissions be taken periodically to verify sales. Dual controls could also be implemented by having someone other than the secretary count and deposit the money.

CORRECTIVE ACTION PLAN: For the current school year, the secretary and janitor will work in the commission stand. The principal will order supplies and both the principal and the secretary will count the money. The secretary will make the deposits. An inventory of commissions will be taken periodically to verify sales.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately

UNION CENTRAL ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1988

REVENUES (continued)

2. Teachers who handle money should maintain a log to record all collections of monies from students. The amounts collected should be recorded on the log and given to the principal or secretary for receipt when the money is turned in. The teacher's log book (or a copy) should be turned in to the school office at year-end to provide an audit trail of the receipts.

Corrective Action Plan: Teachers will maintain a log of all money collected from students. After teachers turn in money a receipt will be given to each student. A copy of the log will be turned in to the office.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately

3. Accountability for amounts received from clubs or classes should be required of the sponsor. A club roster indicating those who have paid and those who have not is generally adequate. The amounts received should be receipted back to the sponsor.

Corrective Action Plan: A club roster indicating those students that have paid will be turned in to the office. A receipt will be given back to the sponsor.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately

4. If determined, by inquiry, that the school has no procedure in place to assure the reasonableness of student fees and assessments collected. Irreasonable student fees collected be compared with the number of students in the class and follow-up procedures be initiated for large variances.

Corrective Action Plan: Student fees will be compared with the number of students in the class and follow-up procedures will be initiated for large variances.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately

CALDWELL PARISH SCHOOL BOARD
Columbia, Louisiana

Schedule 3

UNION CENTRAL ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

EXPENDITURES

Exceptions by attribute are recapped as follows:

- A. No exceptions.
- B. All checks were signed by only one signature.
- C. Seven disbursements did not have evidence of receipt of goods or services:

Check #	Payee	Amount
4858	4-H Club	71.00
4874	Starling Johnson	45.00
4882	Starling Johnson	15.00
4898	Fern Moreno	35.00
4878	Fern Moreno	45.00
4894	Blockbuster Video	30.20

- D. No exceptions.
- E. The following disbursements were not supported by proper documentation, i.e. an original invoice.

Check #	Payee	Amount
4858	4-H Club	72.00
4874	Starling Johnson	45.00
4882	Starling Johnson	15.00
4898	Fern Moreno	35.00
4878	Fern Moreno	45.00

- F. No exceptions.
- G. No exceptions.

UNION CENTRAL ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

EXPENDITURES (continued)

- D. No exceptions.
- E. No exceptions.
- F. No items were selected which required bids.
- G. Check # 5045 was to Main Street Market for a fruit tray for a retirement reception. This should not have been paid by school funds. I was unable to determine from the receipt records if this was reimbursed by teachers.

Our recommendations are as follows:

- 1. I noted several instances listed above where checks were paid without adequate supporting documents. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt of goods and proper approval. The most frequent exception occurred in payments of bus drivers. These payments should be made at the school board level and adequate documentation of the payment should be maintained at the school level.

Corrective Action Plan: All checks will be made with adequate documentation. Original invoices will be mailed FWD upon payment. Payment of bus drivers will be made at the school board level with adequate documentation.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately

- 2. State law requires that no money be disbursed from school fund accounts without two signatures. This policy needs to be followed without exception.

Corrective Action Plan: Two signatures are now required on all checks.

Person responsible: Martha Simons, Superintendent

Anticipated completion date: effective immediately