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*William R. Durden*

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**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 Washington Parish 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 purpose for which this report has been requested or for any other purpose.

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 the schools' 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. We tested bank deposits against prenumbered receipts for propriety and traced them to the activity account ledger. We calculated gross profit percentages on concession sales and performed reasonableness test on other receipt categories where applicable.

ENON ELEMENTARY SCHOOL

Bank Reconciliation - Each month tested was mathematically correct and all reconciling items were verified. The reconciled balance was traced to the activity

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account ledger with no exceptions noted. Beginning and ending balances were traced to prior and subsequent year balances to verify proper cutoffs and transactions recorded in the proper period. There were no exceptions to school board policy concerning bank reconciliation procedures in the months we tested.

Cash disbursements - All items tested were supported by an invoice and purchase order, however, requisition forms were not used in most instances. Invoices and purchase orders were signed by the principal for all of the items tested. For the items tested, Enon Elementary School was in compliance with school board policies concerning cash disbursements, except for the absence of requisition forms where applicable.

Cash receipts - Enon Elementary School has very good documentation supporting their cash receipt transactions. Their receipt book is balanced to the deposit slip and to the corresponding daily cash receipt report. All items tested were easily verified and traced to the activity account ledger. The only finding concerning cash receipts is the need for more frequent deposits to the bank.

Concessions - We calculated the gross profit percentage for concession operations for the school year to be 22%. All invoices for concession purchases were paid on a current basis and receipts appear to be properly accounted for.

Fixed asset inventory - We verified the property inventory by room. We listed items not on the inventory list and confirmed the items that were on the list. We found several items in each room not on the inventory list. Most of the items were either very old or a part of a group listing (chairs, desk, tables). We identified 185 items from the inventory list which represents approximately 95% of the total items on the list. Of the 185 items found on the school premises from the inventory list 90% were tagged. From this extensive examination, it is our recommendation that all inventory records be maintained by the school, by building, by room. The inventory list for Enon Elementary School was in good shape, however, all schools under this school board's jurisdiction need to completely revise their property inventory list. We were able to locate the majority of items listed on the property inventory report and almost all the items

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found were tagged. The problem we found is that the property inventory list is incomplete and or inaccurate as to the location within the school.

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,

*William R. Durden*

Durden and Alonzo, CPAs

July 15, 1998

*Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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.*

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