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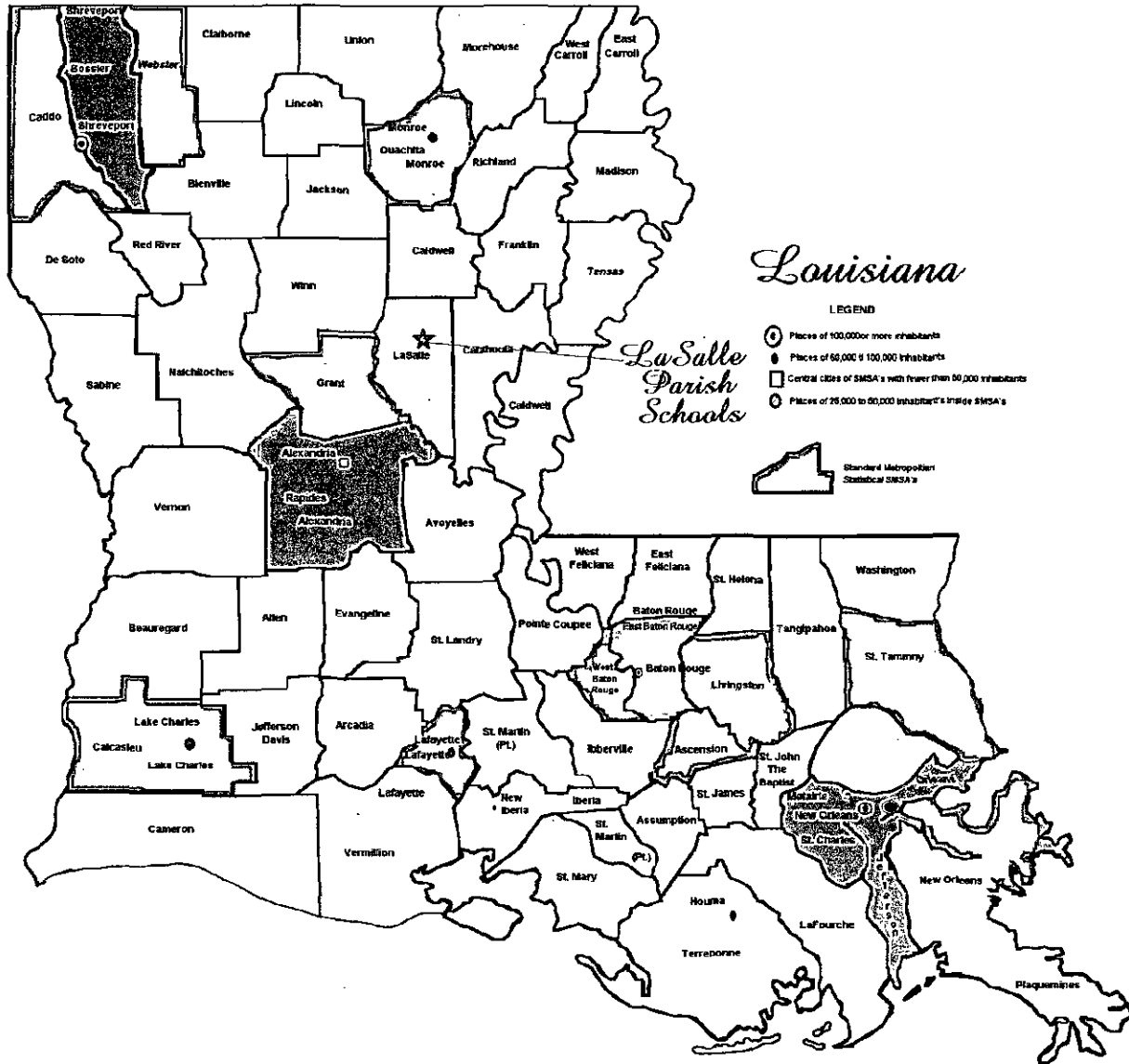
**SCHOOLS ACCOUNTS
LASALLE PARISH SCHOOLS
JENA, LOUISIANA**

**FOR THE YEAR ENDED
JUNE 30, 2004**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 1/26/05

LASALLE PARISH SCHOOL ACCOUNTS
JENA, LA.



✓ The LaSalle Parish School Accounts are those accounts maintained by the individual schools of LaSalle Parish, Louisiana. The school accounts are considered a component unit of the LaSalle Parish School Board in Jena, Louisiana. The financial statements of the LaSalle Parish School Accounts do not present information on the financial activities of the LaSalle Parish School Board.

**LASALLE PARISH SCHOOLS
JENA, LOUISIANA**

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INDEPENDENT AUDITOR'S REPORT OF FINANCIAL STATEMENTS

Cary McGuffee, Superintendent and
Members of the LaSalle Parish School Board
LaSalle Parish
Jena, Louisiana

I have audited the combined statement of assets, liabilities and fund equity of the LaSalle Parish School Accounts for the year ended June 30, 2004 and the combined statement of cash receipts and cash disbursements for the year then ended. These financial statements are the responsibility of the management of the LaSalle Parish School Board. My responsibility is to express an opinion on these combined financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards in the United States of America and the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimated made by management, as well as evaluating the financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

The financial statements referred to above present only the financial activities of the LaSalle Parish School Accounts maintained by the individual schools. The financial activities of the LaSalle Parish School Board are not included.

The statement of assets, liabilities and fund equity referred to above presents only the cash, accounts payable and resulting fund equity. The statement of cash receipts and cash disbursements presents revenue and expenditure items using the cash basis of accounting. These financial statements do not and are not intended to present the financial position and the results of its operations in conformity with generally accepted accounting principles in the United States of America.

In my opinion, the financial statements referred to in the first paragraph present fairly, in all material respects the cash, accounts payable and the resulting fund equity of the LaSalle Parish School Accounts for the year ended June 30, 2004 and the cash receipts and cash disbursements for the year then ended using the basis of accounting described in the preceding paragraph and in Note 1.

The accompanying financial information listed as "Combining Statements" and "Graphs" is presented for purposes of additional analysis and is not a required part of the financial statements of the LaSalle Parish School Accounts. Such information has been subjected to the auditing procedures applied in the audit of the financial statements referred to above and in my opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued my report dated October 10, 2004, on my consideration of the LaSalle Parish School Accounts' internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

John R. Vercher

October 10, 2004
Jena, Louisiana

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL
CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Cary McGuffee, Superintendent and
Members of the LaSalle Parish School Board
LaSalle Parish
Jena, Louisiana

I have audited the financial statements of the LaSalle Parish School Accounts, as of and for the year ended June 30, 2004 and have issued my report thereon dated October 10, 2004. I conducted my audit in accordance with generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether LaSalle Parish School Accounts financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered LaSalle Parish School Accounts internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect LaSalle Parish School Accounts' ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are describe in the accompanying schedule of findings and questioned costs as items:

- **2004-I-1 Reconciliation of Bank Accounts**

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of management, and the Legislative Auditor's Office. However, this report is a matter of public record and its distribution is not limited.

John R. Vercher

Jena, Louisiana
October 10, 2004

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**Combined Statement of Assets, Liabilities and Fund Equity
June 30, 2004**

ASSETS

Cash (General Accounts)	\$ 77,338
Cash (Athletic Account)	60,015
Cash (Canteen Account)	5,813
Cash (Club Account)	26,218
Cash (Annual Account)	18,785
Cash (Industrial Art Acct)	644
Investments (Certificates of Deposit in Excess of 90 Days)	22,329

TOTAL ASSETS	<u>\$ 211,142</u>

LIABILITIES & FUND EQUITY

Accounts Payable	\$ 15,516
Fund Balance	195,626

TOTAL LIABILITIES & FUND EQUITY	<u>\$ 211,142</u>

The notes are an integral part of this statement.

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**Combined Statement of Cash Receipts and Disbursements
for the Year Ended June 30, 2004**

CASH RECEIPTS

Fund Raisers & Other	\$ 128,640
Sales	672,039
Fees	121,904

TOTAL CASH RECEIPTS	\$ 922,583

CASH DISBURSEMENTS

Administration	\$ 111,902
Instruction	109,510
Athletic	182,783
Resale	225,824
Student Insurance	880
Club Expenditures	122,008
Office Expense & Other	95,676
Field Trips	24,024
Fund Raiser	7,850
Operation & Maintenance	28,322
Library	3,429

TOTAL DISBURSEMENTS	\$ 912,208

NET INCREASE/(DECREASE) IN CASH	\$ 10,375

The notes are an integral part of this statement.

LASALLE PARISH SCHOOL ACCOUNTS

Notes to Financial Statements

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The LaSalle Parish School Accounts are those accounts maintained by the individual schools of LaSalle Parish, Louisiana. The school accounts are considered a component unit of the LaSalle Parish School Board in Jena, Louisiana. The financial statements of the LaSalle Parish School accounts do not present information on the financial activities of the LaSalle Parish School Board.

Fund Accounting

The accounts of the various schools are organized on the basis of a fund (expendable trust fund), which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund balance, receipts and disbursements for each school. The various school accounts are grouped into a consolidated financial statement in this report.

Fixed assets purchased through school accounts are not accounted for in the financial statements. The individual school accounts have no long-term debt as of June 30, 2004.

Basis of Accounting

The statement of assets, liabilities and fund equity has been prepared using the modified accrual basis of accounting, where revenues are recognized when they become measurable and available as net current assets and expenditures are recognized when the liability is incurred. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The statement of cash receipts and cash disbursements has been prepared using the cash basis of accounting where revenues are recognized when received and expenditures are recognized when paid, purchases of various operating supplies are regarded as expenditures at the time of purchase.

(2) CASH AND INVESTMENTS (CERTIFICATE OF DEPOSIT IN EXCESS OF 90 DAYS)

Deposits

It is the school's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The schools deposits are categorized to give an indication of the level of risk assumed by the School at fiscal year-end. The categories are described as follows:

- Category 1* – Insured or collateralized with securities held by the School or by its agent in the School's name.
- Category 2* – Collateralized with securities held by the pledging financial institution's trust department or agent in the School's name.
- Category 3* – Uncollateralized.

Cash and Certificate of Deposits (Book Balance)	<u>\$ 211,142</u>
Secured as Follows:	
FDIC (Category 1)	<u>\$ 211,142</u>

LASALLE PARISH SCHOOL ACCOUNTS

Notes to Financial Statements – (Cont.)

(3) BUDGETING

The schools do not employ encumbrance accounting or prepare budgets for its school accounts as the funds are considered expendable trust funds.

(4) USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Supplemental Data
Combining School Financial Statements

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**Combining Statement of Assets, Liabilities and Fund Equity
June 30, 2004**

	Jena High	LaSalle High	Jena Jr. High	LaSalle Jr. High	Goodpine Middle
ASSETS					
Cash in Bank	\$ 19,549	\$ 2,009	\$ 8,403	\$ 4,079	\$ 9,083
Cash (Athletic Account)	53,901	6,113	-0-	-0-	-0-
Cash (Canteen Account)	1,897	3,917	-0-	-0-	-0-
Cash (Club Account)	9,753	16,464	-0-	-0-	-0-
Cash (Annual Account)	16,650	2,135	-0-	-0-	-0-
Cash (Industrial Arts Account)	-0-	645	-0-	-0-	-0-
Investments	-0-	-0-	7,332	-0-	2,264
TOTAL ASSETS	\$ 101,750	\$ 31,283	\$ 15,735	\$ 4,079	\$ 11,347
LIABILITIES & FUND EQUITY					
Accounts Payable	\$ 6,674	\$ 2,434	\$ 3,704	\$ 1,634	\$ 577
Fund Balance	95,076	28,849	12,031	2,445	10,770
TOTAL LIABILITIES & FUND EQUITY	\$ 101,750	\$ 31,283	\$ 15,735	\$ 4,079	\$ 11,347

<u>Jena Elementary</u>	<u>Fellowship Elementary</u>	<u>Nebo Elementary</u>	<u>Olla Elementary</u>	<u>Total</u>
\$ 9,797	\$ 12,018	\$ 4,407	\$ 7,993	\$ 77,338
-0-	-0-	-0-	-0-	60,014
-0-	-0-	-0-	-0-	5,814
-0-	-0-	-0-	-0-	26,217
-0-	-0-	-0-	-0-	18,785
-0-	-0-	-0-	-0-	645
-0-	12,732	-0-	-0-	22,328
<u>\$ 9,797</u>	<u>\$ 24,750</u>	<u>\$ 4,407</u>	<u>\$ 7,993</u>	<u>\$ 211,141</u>
\$ 365	\$ -0-	\$ 8	\$ 120	\$ 15,516
9,432	24,750	4,399	7,873	195,625
<u>\$ 9,797</u>	<u>\$ 24,750</u>	<u>\$ 4,407</u>	<u>\$ 7,993</u>	<u>\$ 211,141</u>

The notes are an integral part of this statement.

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**Combining Statement of Cash Receipts and Disbursements
for the Year Ended June 30, 2004**

	Jena High	LaSalle High	Jena Jr. High	LaSalle Jr. High	Goodpine Middle
CASH RECEIPTS					
Fund Raisers & Other	\$ 3,623	\$ 23	\$ 802	\$ 22,128	\$ 15,981
Sales	275,454	168,469	43,408	21,827	28,507
Fees	28,301	-0-	19,980	11,110	13,004
TOTAL CASH RECEIPTS	\$ 307,378	\$ 168,492	\$ 64,190	\$ 55,065	\$ 57,492
CASH DISBURSEMENTS					
Administration	\$ -0-	\$ 9,098	\$ 12,843	\$ 10,687	\$ 7,720
Instruction	32,497	855	12,625	4,689	13,360
Athletic	93,334	55,328	17,303	10,288	4,650
Resale	49,945	41,506	11,145	11,197	16,064
Student Insurance	-0-	-0-	359	-0-	521
Club Expenditures	72,508	48,663	837	-0-	-0-
Office Expense & Other	47,169	8,883	-0-	15,872	40
Field Trips	-0-	-0-	3,773	623	2,633
Fund Raiser	-0-	-0-	-0-	-0-	7,850
Operation & Maintenance	494	1,091	3,243	6,704	859
Library	-0-	-0-	3,429	-0-	-0-
TOTAL DISBURSEMENTS	\$ 295,947	\$ 165,424	\$ 65,557	\$ 60,060	\$ 53,697
NET INCREASE/(DECREASE) IN CASH	\$ 11,431	\$ 3,068	\$ (1,367)	\$ (4,995)	\$ 3,795

<u>Jena Elementary</u>	<u>Fellowship Elementary</u>	<u>Nebo Elementary</u>	<u>Olla Elementary</u>	<u>Total</u>
\$ 35,292	\$ 7,231	\$ 9,038	\$ 34,522	\$ 128,640
38,407	41,439	28,643	25,885	672,039
7,970	-0-	14,966	26,573	121,904
<u>\$ 81,669</u>	<u>\$ 48,670</u>	<u>\$ 52,647</u>	<u>\$ 86,980</u>	<u>\$ 922,583</u>
\$ 22,345	\$ 8,329	\$ 29,287	\$ 11,593	\$ 111,902
11,759	10,169	5,441	18,115	109,510
-0-	1,265	615	-0-	182,783
33,558	12,391	21,950	28,068	225,824
-0-	-0-	-0-	-0-	880
-0-	-0-	-0-	-0-	122,008
3,080	6,980	-0-	13,652	95,676
5,726	1,773	3,506	5,990	24,024
-0-	-0-	-0-	-0-	7,850
3,511	6,423	-0-	5,997	28,322
-0-	-0-	-0-	-0-	3,429
<u>\$ 79,979</u>	<u>\$ 47,330</u>	<u>\$ 60,799</u>	<u>\$ 83,415</u>	<u>\$ 912,208</u>
<u>\$ 1,690</u>	<u>\$ 1,340</u>	<u>\$ (8,152)</u>	<u>\$ 3,565</u>	<u>\$ 10,375</u>

The notes are an integral part of this statement.

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)
For the Year Ended June 30, 2004**

Section II Financial Statement Findings Required To Be Reported In Accordance With GAGAS

No items to report.

Section III – Internal Control

Reference	Description of Finding	Recommendation
2004-I-1	<p><u>Reconciliation of Bank Accounts</u></p> <p>During my examination of the school accounts, I found that the reconciled bank statements did not match the cash shown from some of the school's financial statements. This internal control weakness will cause errors in financial statement preparation to not be detected in a timely manner by school personnel.</p>	<p>I recommend that all school accounts be reconciled monthly and agreed to the cash balance on the financial statements. This will allow errors to be detected in each month and corrected promptly.</p>

Section IV Federal Awards Findings and Questioned Costs.

Not applicable.

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

JUNE 30, 2004

MANAGEMENT'S CORRECTIVE ACTION FOR CURRENT YEAR AUDIT FINDINGS

	DESCRIPTION OF FINDING	CORRECTIVE ACTION PLANNED	CONTACT PERSON	ANTICIPATED COMPLETION DATE
2004-I-1	Reconciled Bank Statements	School personnel will begin reconciling bank accounts on a monthly basis and agreeing the reconciliation to the cash balance per the school's financial statements.	Cary McGuffee	June 30, 2005

**LASALLE PARISH SCHOOL ACCOUNTS
JENA, LOUISIANA**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS**

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the LaSalle Parish School Accounts, LaSalle Parish, Jena, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended June 30, 2003.

2003-I-1 Gate and Concession Receipts:

School staff, students, and volunteers assist the schools in collecting gate and concession receipts. Most of these receipts are in cash and there is little control from the collection process to the deposit in the school bank accounts.

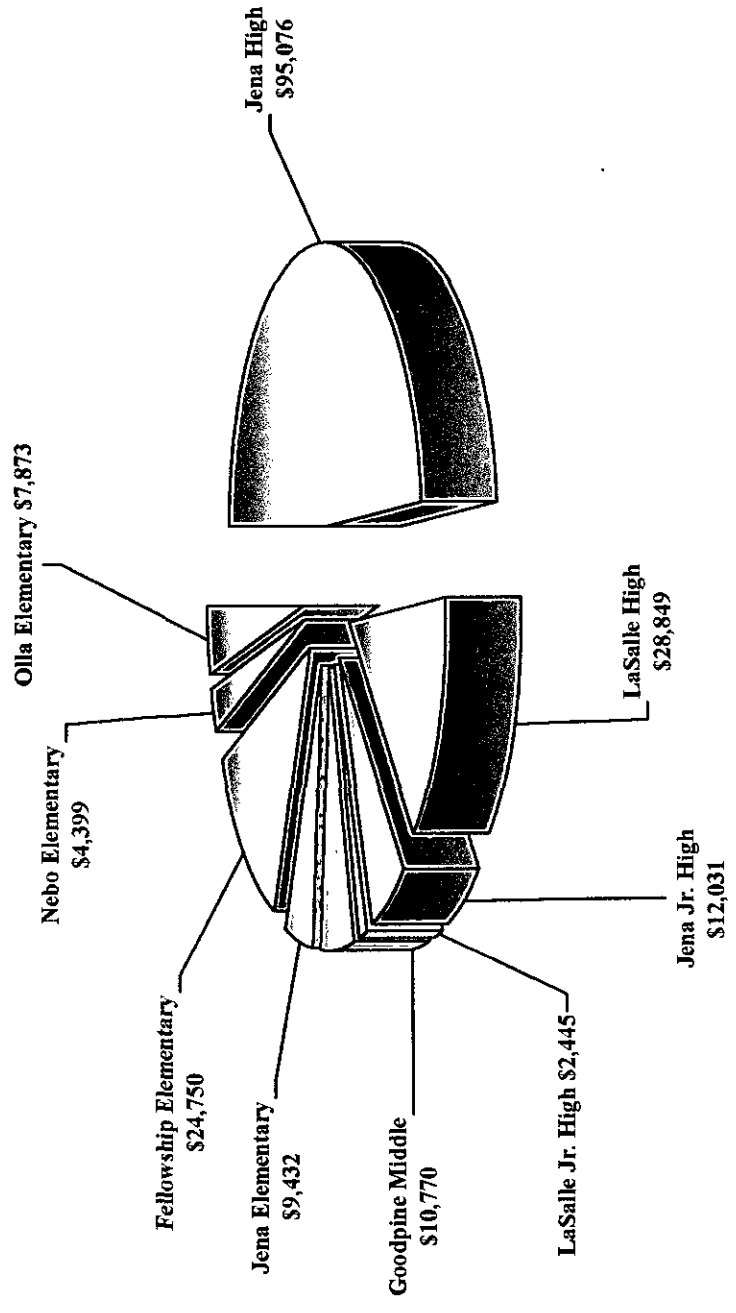
Corrective Action Taken:

A count is now being made and documented of receipts collected by the person or persons making the count. Also, when practical, two individuals make the count and document the individuals' names, date of the count, and the amount.

Graphs

**LaSalle Parish School Accounts
Jena, Louisiana**

Fund Balances By School



LaSalle Parish School Accounts Jena, Louisiana

Total Revenues By School

