

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

**Wesley Ray Elementary School**

**AS OF AND FOR THE PERIOD  
July 1, 2019 through June 30, 2020**

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

Washington Parish School Board  
Wesley Ray, 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 Wesley Ray Elementary School for the period of July 1, 2019 through June 30, 2020. 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 and applicable standards of *Government Auditing Standards*. 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 the property of the school and numbered in accordance with the property inventory list. I examined the records for the school's activity accounts. 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 test on other receipt categories where applicable.

### Scope Limitation

In October 2020, at the beginning of the examination, the school activity records for the 2019/2020 school year could not be found. A search was conducted at the school grounds and the records could not be located. This is a limitation of scope that was reported to the Louisiana Legislative Auditor. Eventually, the principal located the records.

### Bank Reconciliations

Four months were tested. All months tested were mathematically correct. There were no outstanding deposits that did not clear the bank. At the end of June 2020, there were 17 checks over 90 days old totaling \$2,193. The beginning bank balance on July 1, 2019 was \$46,014 and the balance on June 30, 2020 was \$51,907 resulting in a net increase of \$5,893 for the period ended.

### Cash Disbursements

I tested a total of 17 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. All payments made from the school activity fund must have an itemized invoice or other detailed documentation.

Of the 17 disbursements examined, I found the following:

- Eight disbursements had invoices dated before the purchase requisition and purchase order date.
- One check did not have a purchase reacquisition.
- One check did not have an invoice or other supporting documentation.

The disbursements were coded to the correct fund.

### Cash Receipts

A total of 30 items were examined. The receipts tested were balanced to the daily recap report and traced to the appropriate account in the activity ledger. Deposit tickets were complete and agreed with the daily recap report. All receipts tested were deposited within the next business day. Deposits examined were traced to the bank statement.

### Concessions and Fundraisers

I compiled revenue and related expenditure information from the school's concession and fundraiser activities. Gross profits and related percentages are as follows:

Revenues	11,520
Expenditures	5,739
Profit	5,781
Profit %	50%

On June 30, 2020, \$10,000 was transferred from concessions to general account.

The school had one Scholastic book fair. The fundraiser allows the school to either 1) received 50% of sales in Scholastic dollars which are good toward future purchases from Scholastic or 2) 25% cash profit.

After reviewing the total deposits and comparing the total remitted to Scholastic Books, the school did not make any profits from the book fair. Deposits and payments are coded to the library fund. Below is a computation of the results:

Funds from the book fair	\$1,571
Amount remitted to Scholastic	\$1,571
Profit	\$0

The school had a fundraiser for positive behavior initiatives. This involved have a holiday shop to purchase various items. The results are as follows:

Deposits from the sale	\$1,499
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Amount remitted to vendor           \$1,242

Profit                                       \$ 257

### 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 736 items contained on the school's property inventory, I selected a sample of 113 (15%). Of the procedures conducted, I found the following:

The following items were not located on the room and building reported on the inventory listing:

#### Items not Located in Listed Location

Tag No	Listed		Located		Description	Make
	Building	Room	Building	Room		
112709	5	501	5	502	CHROMEBOOK	
112714	5	501	5	502	CHROMEBOOK	
116072	1	8	1	5	CHROMEBOOK	
116073	1	8	1	5	CHROMEBOOK	
116085	1	8	1	5	CHROMEBOOK	
117136			4	501	CHROMEBOOK	LENOVO
117143			4	501	CHROMEBOOK	LENOVO
117150			4	501	CHROMEBOOK	LENOVO
116103	1	12	4	602	CHROMEBOOK	LENOVO
116105	1	12	1	3	CHROMEBOOK	LENOVO
116106	1	12	1	3	CHROMEBOOK	LENOVO
109473	1	16	1	16	LAPTOP	ACER
117123	1	16	1	16	CHROMEBOOK	DELL
112736	1	22	1	24	LAPTOP	HP
111798	4	402	1	402	PROJECTOR	EPSON
117479	4	402	1	402	LAPTOP	HP PROBOOK
109161	1	45	1	6	LAPTOP	ACER
117072	1	5	4	502	CHROMEBOOK	DELL
117073	1	5	4	502	CHROMEBOOK	DELL
111813	5	502	4	501	IPAD MINI 3 WI-FI 16GB	IPAD MINI 3 WI- FI 16GB
116115	1	6	4	602	CHROMEBOOK	LENOVO
112711	6	601	4	502	CHROMEBOOK	LENOVO

117482	4	601	4	601	LAPTOP	HP PROBOOK
117086	1	8	1	24	CHROMEBOOK	DELL

The following items from the inventory listing could not be located:

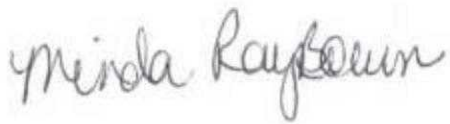
<b>Items Not Located</b>				
<b>Tag No</b>	<b>Buildin g</b>	<b>Ro m</b>	<b>Description</b>	<b>Make</b>
116991			SMART TV	INTERACTIVE SMART TV
110725	1	1	IPAD WI-FI 16GB	IPAD WI-FI 16GB
111811	1	12	IPAD MINI 3 WI-FI 16GB	IPAD MINI 3 WI-FI 16GB
102749	1	20	COMPUTER	HOWARD
109054	1	24	LAPTOP	ACER
110126	1	3	LAPTOP	ACER
103622	1	33	HEATER	
110857	2	34	IPAD MINI 3 WI-FI 16GB	IPAD MINI WI-FI 16GB
116216	2	34	TODDLER TABLET	TODDLER TABLET
101743	2	44	LAWN MOWER	CRAFTSMAN
109058	1	45	LAPTOP	ACER
109968	1	47	COMPUTER	HOWARD
104891	3	60	DOCUMENT CAMERA	ELMO
103570	3	66	SMART TABLE	
104165	1	8	COMPUTER	DELL
109330	1	8	IPAD WI-FI 16GB	IPAD WI-FI 16GB
105145	PLAY	PLAY	TOY/SPRING ABOUT	

All of the items I found were clearly marked with a property number and as property belonging to Washington Parish School Board. The principal is in charge of the inventory list.

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. 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 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.

A handwritten signature in cursive script that reads "Minda Raybourn".

Minda B. Raybourn  
Wesley Ray, LA  
January 12, 2021

**Corrective Action Plan for Wesley Ray Elementary School**



## Corrective Action Plan for Wesley Ray Elementary School

### **Missing Records:**

School Activity Records will be kept in a designated secure location.

### **Bank Reconciliations:**

The school will begin researching checks over 90 days old and taking appropriate action.

### **Cash Disbursements:**

The principal will verify that each request for a check includes a requisition, purchase order, and a detailed invoice, all of which will be dated. If an invoice is received in an amount that exceeds the purchase order, the discrepancy will be examined to determine if it is appropriate to pay the higher amount. The reason for the discrepancy will be noted on the invoice copy that is retained at the school. The principal will also verify that purchase requisitions are completed prior to placing orders.

### **Fundraisers:**

The Scholastic Book Fair fundraiser will be reviewed to determine if it is a profitable fundraiser for the school to participate in. If Scholastic dollars are chosen instead of keeping the 25% cash profit, this will be noted on the fundraiser form. Appropriate documentation will also be attached to the fundraiser financial report completed at the end of the fundraiser to show that this option was chosen and the amount of scholastic dollars the school will receive.

### **Fixed Assets:**

When fixed asset inventory is moved from one location to another, the transfer will be documented and sent in to the Accountant II- Inventory Clerk at the Central Office. In addition, fixed assets will be closely monitored at the school and appropriate documentation will be sent in to the Accountant II- Inventory Clerk at the Central Office when items are disposed of.