

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

**FOR  
MT. HERMON SCHOOL  
MT. HERMON, LOUISIANA**

**AS OF AND FOR THE PERIOD  
July 1, 2020 through June 30, 2021**

**Minda B. Raybourn**

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

Washington Parish School Board  
Franklinton, 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 Mt. Hermon School for the year ended June 30, 2021. 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, 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 property of the school and numbered in accordance with the property inventory list. I examined the records for the 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 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.

Bank reconciliation - Each month tested was mathematically correct, all reconciling items were proper and the reconciled balance equaled the activity account ledger. Beginning and ending balances were traced to prior and subsequent year balances to verify proper cutoffs with transactions recorded in the proper period and balances carried forward properly. Checks outstanding for more than one year totaled \$403. There were no other exceptions to school board policy concerning bank reconciliation procedures in the months I tested. The beginning bank balance at July 1, 2020 was \$109,408, and the balance at June 30, 2021 was \$99,344, resulting in a net decrease of \$10,064 for the year ended.

Cash disbursements - For the 15 items tested for the school year ended June 30, 2021, school board policy was adhered to regarding the proper sequence of issuance of requisitions, purchase orders and the purchase of items. A properly executed requisition and purchase order was issued prior to the purchase or order of goods and services on all but one item tested. Supporting documents were properly signed indicating approval to purchase, pay, and receipt of the item by the school. All invoices were paid on a current basis, and the disbursement records were neat and orderly allowing the verification process to be accomplished in an efficient manner.

Cash receipts – A total of 15 items were examined. Mt. Hermon School has very good documentation supporting their cash receipt transactions. The receipts tested were balanced to the daily recap and traced to the appropriate account in the activity ledger. Deposit tickets were complete and agreed with the daily report. Of the items tested, one receipt was deposited 7 working days after the receipt of the funds. Two other separate receipts were deposited 6 working days after receipt of the funds.

Ticket reconciliation forms were utilized for the athletic events. My examination of the athletic funds did indicate a proper accounting for gate receipts and ticket inventory for the events supported by ticket reconciliation forms.

Funds from athletic concessions were turned in to the school secretary after each game. Receipts were indicated by a form signed by the person turning in the money and the secretary. Reconciliation forms were used to support the concession sales.

I also examined the accounting for the startup money for the events. The accounting for the startup money appeared to be in order.

Deposits for athletic events were deposited timely at the bank, after the event.

Concessions & Fundraisers:

- 1) General snack concessions sold during allotted times netted a profit of \$7,600. Gross percentage amounted to 27%. At June 1, 2021, \$7,433 was transferred to the general fund from concessions.
- 2) Book Fair-Mt. Hermon held one book fair during the school year. The book fair held during March 2021 netted the school \$1,971. The money raised goes

toward Scholastic Dollars which are good for the purchase of Scholastic Book items.

Athletic Concessions - Sales and supply cost data to compute the gross profit on each concession were combined with indirect costs in the funds. I computed the gross profit for each area as follows:

Basketball concessions totaled \$2,868. The money went to regular concessions and not the basketball accounts. I was not able to determine what concessions was for school versus basketball. I spoke with school staff and they confirmed the basketball concessions went to the general concessions. On February 22, 2021, \$1,000 was transferred from concessions to the basketball accounts for the 2020-2021 season.

Baseball and softball concessions had a profit of \$1,831 and a profit percentage of 32%.

Football concessions had a profit of \$2,868 and a profit percentage of 60%.

All ball concessions do receive food and supply donations during the year to help supplement the costs. All invoices for concession purchases were paid on a current basis.

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 1,304 items contained on the school’s property inventory, I selected a sample of 261 (20%).

The following items were not located in the listed location:

Tag No	Listed		Located		Description	Make	Model	Serial Number
	Building	Room	Building	Room				
117695			3	300	ANTENNA	CISCO	ANT2544V4M-T	*PHK2414001B*
110197	4	407	3	303	COMPUTER	HOWARD	H61AMKB	1551942013
112253	4	404	3	303	COMPUTER	HOWARD	H81ALPKB	2105103815

The following items were not tagged with an identifiable tag:

Building	Room	Tag No.	Description	Make	Model	Serial Number
		122957	MILK COOLER	BEVA	SM58HC-W	13801073
A	108	122291	ACCESS POINT	CISCO	1825I	FJC25151L3H
2	225	103491	PROJECTOR		2200	B012BE1800374
5	507	113287	CHORAL RISERS	CHORAL RISERS	TAPERED W/HARDBOAR	
7	704	108653	MOWER	BUSHHOG	SQ160	12-11258
7	704	110412	MOWER	WOODS	SRD7200	8D7200853521???
PG	PG	110427	CUSTOM MADE SWING ST			

The School purchased a copier for \$4,684 on September 17, 2020 using school activity funds. I confirmed with school staff that is was not on the inventory list.

The following inventory items could not be located:

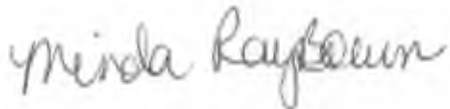
Building	Room	Tag No.	Description	Make	Model	Serial Number
3	301	102308	MIMIO INTERACTIVE	Mimio		B610277E
3	306	102484	MIMEO WIRELESS INTERACTIVE	MIMEO WIRELESS	WIRELESS INTERACTIVE	B632667E
3	303	108868	COMPUTER	DELL	OPTIPLEX 390	8DMYWR1
5	506	109305	COMPUTER	HOWARD	H61ALPKB	1503123412
3	303	109616	COMPUTER	HOWARD	H61ALPKB	1508804012
6	604	109942	IPAD WI-FI 16GB	IPAD WI-FI 16GB	IPAD WI-FI 16GB	DMQJXGAUF18 2
2	203	110753	LAPTOP	HP PROBOOK	PROBOOK 4540S	2CE319026N
6	604	111226	COMPUTER	HOWARD	H81AMKB	2068563414
3	302	111243	COMPUTER	HOWARD	H81MKB	2066263114
5	501	111433	COMPUTER	HOWARD	H81AMKB	2077754714
2	226	113008	COMPUTER	HOWARD	Q87MKB	2126713016
2	203	113798	CHROMEBOOK	HP	11 G5	8GC71219JG
1	101	114509	CHROMEBOOK	LENOVO	N42-20	LR0AGZ86
5	502	114514	CHROMEBOOK	LENOVO	N42-20	LR0AGYZZ
2	203	114732	CHROMEBOOK	LENOVO	N42-20	LR0B1YH6
3	311	115234	CHROMEBOOK	LENOVO	N42-20	LR0BAEAJ
03	309	115241	CHROMEBOOK	LENOVO	N42-20	LR0BAM81
3	305	115283	CHROMEBOOK	LENOVO	N42-20	LR0BAM9T
5	506	115758	CHROMEBOOK	LENOVO	N42-20	LR0BBTNKLRN XB8817001
A	111	116186	CHROMEBOOK	LENOVO	14E 81M	1S81MH0006US MP1HC0C3
B	OFFICE	116187	CHROMEBOOK	LENOVO	14E 81M	1S81MH0006US MP1HF25L
B	OFFICE	116188	CHROMEBOOK	LENOVO	14E 81M	1S81MH0006US MP1HAYD3
1	135	116213	COMPUTER	HATCH	HATCH	1105312019040
c	301	117277	CHROMEBOOK	LENOVO	14E 81M	1L4C6N
A	109	121136	ACCESS POINT	CISCO	AIR-AP1852I-B- K9	KWC2417050V
A	510	121550	TABLET	LENOVO	8'	HA15TEB2
2	203	121712	CHROMEBOOK	DELL	3100 2in1	4NPC693
		122225	INTERACTIVE BOARD	NEWLINE	TRU TOUCH 750RS+	

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.

Prior examination report findings – The prior examination of Mt. Hermon School was for the period July 1, 2016 through June 30, 2017. There were no issues on the report.

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 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.

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

Minda B. Raybourn, CPA  
December 6, 2022

# **Corrective Action Plan**

## Corrective Action Plan for Mt. Hermon School

### **Bank Reconciliations:**

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

### **Cash Disbursements:**

A properly executed requisition and purchase order will be issued prior to the purchase or order of goods and services.

### **Cash Receipts:**

Deposits will be made to the bank daily. In the case of a late game or activity at the school, the deposit may be kept in a locked safe at the school until the next business day of the bank.

### **Concessions and fundraisers:**

General and sport-related concessions will be reassessed to increase the gross profit on the those sales to at least a 50 percent profit. Sport-related concessions will go to the respective sport account and not be made part of general concessions.

### **Fixed Assets:**

When fixed inventory is moved from one location to another, the transfer will be documented and sent 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. If a tag cannot be affixed to an item, the inventory number will be marked on the item with a permanent marker.

Prior to close of a school year, school staff responsible for tracking inventory will locate items on the school's inventory list. The checked list will go to Accountant II-Inventory Clerk at the Central Office. Any items that are unable to be located will be investigated by the school with the assistance of Accountant II-Inventory Clerk at the Central Office.

Principal will review and approve school's inventory list. The Principal will appoint another employee to track assets and keep the list updated.