

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

**FOR
Thomas Elementary School**

**AS OF AND FOR THE PERIOD
July 1, 2022 through June 30, 2023**

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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 Thomas Elementary School for the period of July 1, 2022, through June 30, 2023. 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. 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 tests on other receipt categories where applicable.

Bank reconciliations

Each month tested was mathematically correct, all reconciling items 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 older than one year old totaled \$1,629. The beginning bank balance at July 1, 2022, was \$134,084, and the balance at June 30, 2023 was \$187,812 resulting in a net increase of \$53,728 for the year ended.

Cash 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. In addition, an itemized invoice or other detailed documentation should support the payment.

I tested 18 disbursements. All disbursements, all had a purchase requisition, purchase order, and invoice or receipt. Purchase requisitions and purchase orders were all approved. Payment documentation was approved.

All invoices tested appear to be 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

For each transaction, a computer-generated receipt is required to be produced. A total of 13 items were examined. I found all receipts and related documentation. The items tested were coded accurately to the correct fund.

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. The funds appear to be deposited timely.

Fundraisers

Thomas Elementary had two cookie dough fundraisers. One fundraiser was held in the fall semester and the second in the spring. Profits are as follow:

	<u>Fall</u>	<u>Spring</u>
Revenues	25,849	4,182
Expenses	(11,348)	(2,041)
Profit	14,501	2,141
%	56%	51%

School Concessions

Concession includes the sales of food and drink items. Gross profit from concessions were computed as shown below:

Revenues	75,589
Expenses	(38,532)
Profit	37,057
%	49%

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 1,883 items contained on the school's property inventory, I selected a sample of 377 (20%).

Of the sample, 123 items were located in different locations that what was listed on the inventory report. Of these 123 items, transfer sheets were provided for 63 items.

Of the sample, 20 items were one the inventory listing but were discarded. A disposal report was provided 16 of those items.

The following are items that could not be located:

Building	Room	Tag No.	Description	Make	Model	Serial Number
1	110	119932	CHROME TABLET	LENOVO	10E	YX01FEM5
6	128	119462	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP 1VM26B

Below are items that were not tagged:

Building	Room	Tag No.	Description	Make	Model	Serial Number
		125623	CHARGING CART	24 BAY CHARGING CART	24 BAY CHARGING CART	
		126657	BURNISHER	TORNADO	20" 2000 RPM W/DUST CTRL	0423001557
	FRONT	101701	LED Sign	Galaxy	34mm	
1	092	109268	WATER COOLER	ELKAY	VRC8S	120571174
1	094A	107489	SCANNER	FOLLETT	PANTHER WIRELESS	07200F0003
1	097B	122207	COPIER	HP	PAGE WIDE PRO 577DW	
1	100	125670	DEFIBRILLATOR	ZOLL	AED PLUS SEMI AUTO UNIT	21X22J52646
1	112L	126008	AIR CONDITIONER	PTAC	415HP3VC	HT100990G
1	90	106843	TABLES	SICO	TTP31E5602C S	
1	90	106846	TABLES	SICO	TTP31E5602C S	
1	90	109378	SLICER-HOBART	HOBART	2712	56-1255-790
1	90	106840	TABLES	SICO	TTP31E5602C S	
1	90	106848	TABLES	SICO	TTP31E5602C S	
1	90	108668	TABLES	SICO	TTP41E5302C S	
10	Shed	107534	MOWER	Gravely	260	LM367739/43
10	SHED	112455	TRACTOR	SUPER A TRACTOR	SUPER A TRACTOR	265922
2	200	112805	ART EASEL	SINGLE LARGE ART E	ART EASEL	
2	220	112447	ACTION FIRE TRUCK			NONE
5	204	122759	INTERACTIVE BOARD	NEWLINE	TRUTOUCH	
5	206	122913	INTERACTIVE BOARD	NEWLINE	TRUTOUCH 750RS	
6	128	110640	PRINTER, POSTER	HP DESIGNJET T52036	CK893A	CN37Q3M03R
6	128	113640	PRINTER	BROTHER	HL- L9200CDWT 48 PORT	U63780F4J141505
6	128	121319	JUNIPER SWITCH	JUNIPER	SWITCH	NY3620360603
9	900	110280	SLIDE, SPIRAL	PIONEER	902-289B	NA
9	900	110278	SWING	PIONEER	581-830S 8SEAT	NA
BUS PICKUP	BUS PICKUP	109390	BENCH	ALUM BENCH	ALUM BENCH	
BUS PICKUP	BUS PICKUP	109393	BENCH	ALUM BENCH	ALUM BENCH	
NEW BLD	NEW BLD	125605	JUNIPER SWITCH	JUNIPER SWITCH	EX3400-24O SWITCH	NW3620380124
OUTSIDE	AT ROAD	121432	SCHOOL ZONE FLASHER	SCHOOL ZONE FLASHER	PKPOL15ALM 40001	
	2 220	112448	SOLAR LIGHTNING EXPL			NONE

Two inventory items were purchased with student activity funds, two Whirlpool 20 cubic feet top freezer refrigerators. The assets are not on the inventory report.

Prior Examination Report Findings

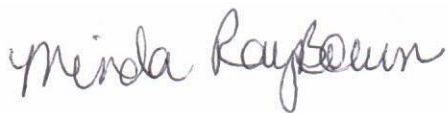
The prior examination of Thomas Elementary School was for the period July 1, 2020, through June 30, 2021. Issues of note:

- Concession gross profit percentage was 9%.
- Six inventory items could not be located; two items were not tagged. 15 items were not located in the listed location from the inventory 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 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.

Yours truly,

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

Minda B. Raybourn
Franklinton, LA
September 16, 2024

Corrective Action Plan for Thomas Elementary School

Corrective Action Plan

Bank Reconciliations

School secretary will investigate old outstanding checks. Stop payment will be issued on checks, as necessary, followed by check re-issue.

Fixed Asset Inventory

Principals are now being furnished with inventory lists for their schools-sorted by location. The designee (teacher/para) of each location reviews his/her respective list and makes any corrections necessary. The principal will then review the changes and report them to the Central Office Inventory Clerk. The CO Inventory Clerk then makes any changes necessary in the inventory system.

The Central Office Inventory Clerk will regularly review purchase orders at the district and school levels in order to know what items to expect for delivery. Information from these purchase orders can be used to prepare tags to be assigned to the inventory once it arrives. This preliminary step will reduce the time required to process the inventory once it arrives and get it to its proper location. In addition, this step will be particularly helpful for large volume purchases or for purchases of inventory that will be directly delivered to a school.

Random internal audits of various locations will be conducted throughout the year. During these internal audits, items listed in a particular location will be compared to items actually in the location. Any discrepancies will be noted and corrected at the Central Office or school level.