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REPORT

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

**FOR
Pine Jr/Sr High School**

**AS OF AND FOR THE PERIOD
July 1, 2010 through December 31, 2010**

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 5/18/11

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 Pine Jr/Sr High School for the period of July 1, 2010 through December 31, 2010. 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. There were no exceptions to School Board policy concerning bank reconciliation procedures in the months I tested. The beginning bank balance at July 1, 2010 was \$132,507, and the balance at December 31, 2010 was \$158,830, resulting in a net increase of \$26,323 for the year ended.

Cash disbursements - For the 20 items tested for the period ended 12/31/10, 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 in the items tested. Supporting documents were properly signed indicating approval to purchase, pay, and receipt of the item by the School. The documentation of transfers between activity accounts was found to be excellent. 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 20 items were examined. Pine Jr/Sr High 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. All 20 items were deposited timely.

Ticket reconciliation forms were properly utilized for the athletic events. My examination of the athletic funds indicated 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 at least 2 people turning in the money and the secretary. Reconciliation forms were used to support the concession sales.

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

Concessions - Concession operations consist of various units or groups as follows:

- 1) Drink and snack machines-Snack sales netted Pine School \$5,255.46 or a 46.80% gross profit for theyear.
- 2) Fair booth-The fair booth netted a profit of \$3,996.26 or 34.44% which benefitted the baseball team.
- 3) Book Fair-Pine School held a book fair during the school year. The profits made were \$682.26 (25.00%) which went toward the Library fund.

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 1,004 items contained on the School's property inventory, I selected a sample of 205 (20%). I found 100% of the items selected from the inventory list and of the items found 99% were tagged. I found 100% of the items selected from the school and 99% of the items selected were tagged.

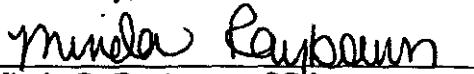
All of the items I found were clearly marked with a property number and as property belonging to Washington Parish School Board. The inventory list for Pine School was in excellent shape. The principal is in charge of the inventory list. However, it is my understanding that teachers are required to prepare an inventory list for their respective rooms at the beginning and end of each school year. It should be stressed to the teachers the importance of completing proper transfer sheets when items are permanently moved from one room to another. After review of the School activity accounts, I found an ice machine that was purchased. Upon examination of the ice machine, it was noticed there was no tag number and the VIN number did not match the inventory report. The control of the fixed asset inventory at Pine School is near perfection, and any improvement would be difficult to find.

Prior examination report findings – The prior examination of Pine Jr/Sr High School was for the period July 1, 2002 through June 30, 2003. There were no adverse findings as a result of that examination.

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.

Yours truly,


Minda B. Raybourn, CPA

February 28, 2011