

REPORT**Enon Elementary School****WASHINGTON PARISH
Franklinton, Louisiana****AGREED UPON PROCEDURES REPORT
For the Year Ended
June 30, 2007**

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 8/6/08

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 Enon Elementary School for the year ended June 30, 2007. 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 examined the following records for the school's activity accounts. Three months of bank reconciliations were tested for completeness and mathematical accuracy. Cash 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 receipts for propriety, traced deposits to the bank statement for timeliness of deposit and traced them to the activity account ledger to verify proper recording. I calculated gross profit percentages on concession operations and performed reasonableness tests on other receipt categories where applicable. 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.

Bank Reconciliation - Each month tested was mathematically correct, all reconciling items were accounted for, and the reconciled balances equaled the activity account ledger. Beginning and ending balances were traced to prior and subsequent period balances to verify proper cutoffs, transactions were recorded in the proper period and balances were carried forward properly. There were no exceptions to school board policy concerning bank reconciliation procedures in the months I tested. The beginning bank balance was \$87,725 and the balance at June 30, 2007, was \$104,767, resulting in a net increase of \$17,042.

Cash disbursements - All of the 15 items examined were properly approved, documented and recorded in the accounts of the school in compliance with school board policy. Requisitions, purchase orders and invoices were issued in compliance with school board policy for all of the items tested. Disbursement records were neat and orderly allowing the verification process to be accomplished in an efficient manner.

Cash receipts – My examination indicates that deposits are made timely and intact. Procedures for safeguarding and accounting for cash receipts are excellent. All of the 22 receipts examined were balanced with the daily recap and properly recorded in the activity account ledger. Deposit tickets were complete and agreed with the daily report.

Concessions and other receipts – Concessions operations include candy and drink sales during school hours. Gross profit from concessions netted the school \$8,517, a 48.78% gross profit. These funds appear to be properly accounted for and deposited in a timely manner.

School pictures – The school netted a profit of \$2,682 for fall pictures administered by Lifetouch Pictures and spring pictures administered by Holly Cannizzaro.

Book Fair – The school library netted a profit of \$984 (30% net profit) from its book fairs held during the school year.

Fixed Asset Inventory – Fixed assets were randomly selected from the inventory list, and from the school's premises. Of the 376 items contained on the school's property inventory, I selected a sample of 78 (21%). I found 100% (30) of the items selected from the inventory list and 92% (44) of the items selected from the school's premises. Of the 48 items selected from the school's premises I was unable to locate four items on the inventory list. One item does not have an updated six digit blue tag that could be matched to the inventory list. The other three items are obsolete computers that have been taken off of the inventory list, but have not been removed from the school's property. I was able to locate inventory items with the assistance of school personnel. There were some items transferred from one room to another room, which made finding the items difficult. The inventory records for Enon Elementary School were in good condition, but they do need some work. Several items were difficult to locate even though the inventory was listed by room. Items found in one room were listed on the inventory in another room. Many items have not been updated with a six digit identification tag that is uniform throughout the Washington Parish School System. Also, several of the classrooms have obsolete computers, which are not currently being used, that needs to be discarded. The principal is in charge of maintaining the inventory list. However, it is my understanding that teachers will be required to complete an inventory list of their room at the beginning of the school year and these listings should be used to correct the

Enon Elementary inventory list. 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 one fixed asset that has been purchased. The invoice was verified and the item has been traced back to the inventory list. The control of the fixed asset inventory at Enon Elementary is sufficient, but could use improvement. The cooperation of all personnel will be needed in order to make this improvement.

Prior examination report findings – My prior examination of Enon Elementary School was for the period ending July 31, 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,



William R Durden, CPA

June 9, 2008