

2655

RECEIVED
LEGISLATIVE AUDITOR
2002 DEC 27 AM 10: 51

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURE REPORT
FOR THE YEAR ENDED JUNE 30, 2002

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 2/19/03

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURE REPORT
FOR THE YEAR ENDED JUNE 30, 2002

TABLE OF CONTENTS

	<u>SCHEDULE</u>	<u>PAGE</u>
INDEPENDENT ACCOUNTANTS' REPORT		1
RAYVILLE HIGH SCHOOL		2
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	1	3-5
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	2	6-7
HOLLY RIDGE ELEMENTARY		8
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	3	9-10
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	4	11-13
RAYVILLE JUNIOR HIGH SCHOOL		14
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	5	15-17
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	6	18-21
DELHI MIDDLE SCHOOL		22
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	7	23-24
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	8	25-27
DELHI HIGH SCHOOL		28
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	9	29-31
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	10	32-36

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURE REPORT
FOR THE YEAR ENDED JUNE 30, 2002

TABLE OF CONTENTS (Continued)

	<u>SCHEDULE</u>	<u>PAGE</u>
MANGHAM HIGH SCHOOL		37
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	11	38-40
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	12	41-43
MANGHAM JUNIOR HIGH		44
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	13	45-47
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	14	48-49
MANGHAM ELEMENTARY		50
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	15	51-53
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	16	54-55
RAYVILLE ELEMENTARY		56
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	17	57-59
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	18	60-61
START ELEMENTARY		62
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	19	63-65
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	20	66-67
STATUS OF PRIOR FINDINGS		68-70

Bonnie T. Robinette, CPA

P. O. Box 7350

Monroe, LA 71211

318-342-8000

Fax: 318-342-8001

INDEPENDENT ACCOUNTANTS' REPORT

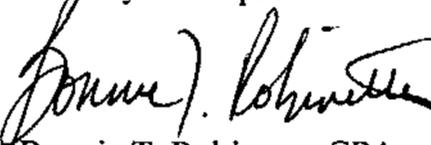
TO THE BOARD OF DIRECTORS
RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

I have performed the procedures enumerated below, which were agreed to by the Richland Parish School Board and the Legislative Auditor of the State of Louisiana solely to assist you in evaluating the accounting records of the School Activity Fund of Richland Parish School as of and for the year ended June 30, 2002. 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 this 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.

The procedures I performed and the accounts to which they pertained are set forth in the accompanying Description of Procedures for Selected Records and Transactions, and my findings relative thereto are set forth in the related accompanying Summary of Findings, Observations and Recommendations, both of which are an integral part of this 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 School Activity Fund. 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.


Bonnie T. Robinette, CPA

Monroe, Louisiana
September 4, 2002

RAYVILLE HIGH SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 1

RAYVILLE HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of March 31, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for the one bank account.

Richland State Bank	\$27,377.47
---------------------	-------------

- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I supported the outstanding checks by comparing to the checks clearing in subsequent month bank statement.

2. I obtained a list of certificates of deposit for the year and:

- a. There were no certificates of deposit at March 31, 2002.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

One bank account was in existence at June 30, a public NOW account at Richland State Bank.

4. I investigated any old outstanding checks. The following checks were listed as outstanding at June 30, 2002:

25427	15.00
25949	95.00

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 1

RAYVILLE HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 1

RAYVILLE HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES (Continued)

9. Bids obtained if applicable.
10. Expenditure is allowable under allocable laws.

The results of those tests are discussed in the accompanying Summary of Findings, Observations and Recommendations.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 2

RAYVILLE HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Selected Records and Transactions of Rayville High School.

REVENUES

I noted no exceptions in my test of 15 receipts selected at random.

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. I noted 6 instances out of 25 tested where the original invoice was not properly canceled to prevent duplicate payment.
2. None.
3. None.
4. None.
5. None.
6. Check #25836 to Porta Phone in the amount of \$1,472.50 was paid 97 days past the invoice date.
7. None.
8. Check #25688 to Sargent Welch included sales tax of 14.01. The payment of sales tax is not required of a local government, which makes this an unnecessary expenditure.
9. None.
10. None.

RAYVILLE HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES - continued

My recommendations are as follows:

2002-1 I noted one invoice which was paid late. Care should be taken to pay invoices on a timely basis so that unnecessary late charges are not incurred.

CORRECTIVE ACTION PLAN: We will do our best to pay invoices on a timely basis.

Contact Person: June Silk and Jane Smith

2002-2 I noted several instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: We will properly cancel invoices to avoid duplicate payment.

Contact Person: June Silk and Jane Smith

2002-3 One check was noted which included payment of sales tax. Since the school is tax-exempt, this results in an unnecessary expenditure. Steps should be taken to avoid paying sales tax.

CORRECTIVE ACTION PLAN: We will avoid paying sales tax. We will make sure our teachers are aware of the tax exempt status.

Contact Person: June Silk and Jane Smith

HOLLY RIDGE ELEMENTARY

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 3

HOLLY RIDGE ELEMENTARY

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account.

Bancorp South	\$28,526.19
---------------	-------------

d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.

e. I examined all interfund transfers, if any.

There were no interfund transfers.

f. There were no old outstanding checks at June 30, 2002.

2. I obtained a list of certificates of deposit for the year and:

- a. There were no certificates of deposit at year-end.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

Cash was invested in a public NOW account.

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:

- a. I traced to the bank validated deposit slip.
- b. I determined if the deposits were made on a timely basis.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 3

HOLLY RIDGE ELEMENTARY

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES (Continued)

- c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
- d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in the accompanying Summary of Findings, Observations and Recommendations.

HOLLY RIDGE ELEMENTARY

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of HOLLY RIDGE ELEMENTARY.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

1. No exceptions.
2. No exceptions.
3. No exceptions.
4. Receipt #748941 for cookbook sales did not have adequate audit evidence. The money was accumulated until all the cookbooks were sold and then it was deposited. There were no sales records.

My recommendations are as follows:

- 2002-1** All fundraisers in the school's name should include adequate evidence of controls over the receipt of funds. This evidence can be in the form of a reconciliation of the number of items sold x the sales price, or a log of sales. I recommend the school document their control over all fundraisers.

Management's Response: These cookbooks were sold by the PTO several years ago. We found a box of these cookbooks in a store room that had not been sold during the PTO fundraiser and sold them for \$2.00 per book. In the future, we will keep a log of sales and quantity of books to be sold.

Contact person: Betty Corbett

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 4

HOLLY RIDGE ELEMENTARY

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoice was not properly canceled in eight of the 25 disbursements tested.
2. None.
3. None.
4. None.
5. None.
6. None.
7. None.
8. None.
9. None.
10. None.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 4

HOLLY RIDGE ELEMENTARY

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES (Continued)

My recommendations are as follows:

2002-2 I noted eight instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: I will double check to be sure every ticket, invoice, etc. that we pay for has been stamped "paid" to avoid duplicate payment.

Contact Person: Betty Corbett

RAYVILLE JUNIOR HIGH SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 5

RAYVILLE JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account. The general ledger differed from the bank reconciliation by \$937.11.

Bancorp South	\$7,296.77
---------------	------------

- d. I determined the propriety of deposits in transit, if any.

Deposits in transit on the bank reconciliation were incorrect. They appeared to be duplicate deposits entered on the general ledger.

- e. I examined all interfund transfers, if any.

There were no interfund transfers.

2. I obtained a list of certificates of deposit for the year:

Richland State Bank	\$ 5,707.04
---------------------	-------------

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327

4. The following outstanding checks were over 90 days old at year-end:

8482	Rayville High School	\$12.00
8546	Donzell West	40.00
8552	Shep Vaughn	50.00
8559	Strauss Theatre	33.00
8919	Refund to teacher	23.85
9158	Refund to parent	9.00

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 5

RAYVILLE JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 5

RAYVILLE JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES (Continued)

8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in the accompanying Summary of Findings, Observations and Recommendations.

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHEDULE 6

RAYVILLE JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of RAYVILLE JUNIOR HIGH SCHOOL.

CASH AND CASH EQUIVALENTS

2002-1 The general ledger did not agree with the amount on the bank reconciliation. The ledger was out of balance with cash in the bank by \$937.11. I recommend the school investigate the difference and adjust the general ledger as appropriate. The general ledger and/or financial statements should be compared to the bank reconciliation on a monthly basis and any differences investigated immediately. The central office should ascertain the books are properly reconciled each month.

CORRECTIVE ACTION PLAN: I am trying to get the books balanced now. They still do not balance to the general ledger, but I have sent copies to the business manager to get assistance.

Contact Person: Melanie Dye

2002-2 Deposits in transit were incorrectly listed on the bank reconciliation from November. The deposits appear to be duplicates on the computer system. I recommend any deposits in transit which were not related to the month-end of the current bank reconciliation be investigated and corrected immediately. The bank reconciliation should not be completed and submitted with such incorrect entries.

CORRECTIVE ACTION PLAN: The bank reconciliation will be submitted correctly each month.

Contact Person: Melanie Dye

REVENUES

I noted the following exceptions in my test of 15 receipts:

- A. One receipt could not be traced to its deposit in the bank. P.E. Uniforms - \$30.00
- B. Two of the fifteen receipts were not deposited in the bank on a timely basis.
- C. Two of the fifteen receipts were not recorded in the general ledger.
- D. Attribute D involved tracing receipts back to supporting documents evidencing control of the receipt once received by school personnel. No documentation is available to document dual control over the pencil machine.

RAYVILLE JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

I recommend the school implement controls over receipts as follows:

2002-3 I noted two of the fifteen deposits tested were deposited with more than a three-day lag between date of receipt and date of deposit. Daily deposits serve as an important control device to prevent loss of funds. I recommend the school make daily deposits.

CORRECTIVE ACTION PLAN: When it is possible, we make deposits on a daily basis.

Contact person: Melanie Dye

2002-4 At present, there is no documentation to evidence dual control over the pencil machine. I recommend the school implement a form where two individuals can sign and indicate the amount of money collected.

CORRECTIVE ACTION PLAN: We have two people now monitoring the money being removed from the machine and counted.

Contact person: Melanie Dye

2002-5 Two receipts were noted which could not be traced to the general ledger. It is vital that all receipts and disbursements be entered into the general ledger in order to maintain accurate records. Steps should be taken to determine all transactions are posted on a timely basis.

CORRECTIVE ACTION PLAN: Receipts and disbursements are now posted on a timely basis.

Contact person: Melanie Dye

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoice was not canceled on 4 of the 25 disbursements selected for testing.
2. Check #9032 to Larry Johnson in the amount of \$36.00 only had one signature.
3. Two disbursements did not have adequate evidence of receipt.
4. One invoice did not agree with the amount paid. It appears a duplicate payment was made to the vendor.
5. Documentation was not proper in two of the disbursements tested.
6. Five of the disbursements selected for testing involved the payment of old, past-due invoices.
7. None.

RAYVILLE JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES, Continued

8. None.

9. None.

10. None.

I recommend the following changes:

2002-6 I noted several instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: All invoices are now marked "paid" when payment is made.

Contact Person: Melanie Dye

2002-7 I noted five invoices which were paid late. Care should be taken to pay invoices on a timely basis so that unnecessary late charges are not incurred.

CORRECTIVE ACTION PLAN: Invoices are currently paid on a timely basis.

Contact Person: Melanie Dye

2002-8 I noted two instances listed above where a check was paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: All invoices are being paid with adequate documentation attached.

Contact Person: Melanie Dye

2002-9 State law requires two signatures to disburse school funds. I noted three checks with only one signature. This practice should be ceased.

CORRECTIVE ACTION PLAN: All checks shall have two signatures at all times.

Contact Person: Melanie Dye

RAYVILLE JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES, Continued

2002-10 The numerical sequence of checks could not be accounted for. All unused checks should be voided and retained as audit evidence.

CORRECTIVE ACTION PLAN: All voided checks will be kept in a separate file, regular checks are filed in a monthly folder in order.

Contact Person: Melanie Dye

2002-11 I noted two checks which had not been issued but were signed by the secretary. The signing of blank checks should never occur. This practice should cease immediately.

CORRECTIVE ACTION PLAN: The current secretary does not sign blank checks. Checks are signed and issued immediately.

Contact Person: Melanie Dye

DELHI MIDDLE SCHOOL

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHEDULE 7

DELHI MIDDLE SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of April 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account.

	<u>Per Books</u>	<u>Reconciled Bank</u>
Deposit Guaranty	\$34,968.32	34,681.32

- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I traced outstanding checks to clearing in the subsequent bank statement.

2. There were no certificates of deposit at April 30, 2002.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. The following check was listed as outstanding and did not clear in the subsequent month:

Check #9141	La Tech	400.00
-------------	---------	--------

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 7

DELHI MIDDLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 8, Summary of Findings, Observations and Recommendations.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 8

DELHI MIDDLE SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of DELHI MIDDLE SCHOOL.

CASH AND CASH EQUIVALENTS

2002-1 Cash balance per the general ledger differed from the reconciled book balance by \$287.00. The general ledger and/or financial statements should be compared to the bank reconciliation on a monthly basis and any differences investigated immediately.

CORRECTIVE ACTION PLAN: This has been corrected by the business manager. Cash is currently in balance.

Contact Person: Shelia McDade

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- a. None.
- b. Six receipts were deposited to the bank with more than a three day lag.
- c. Receipt #7275 for \$70.00 for concessions could not be traced to the general ledger.
- d. Attribute D involved tracing receipts back to supporting documents evidencing control of the receipt once received by school personnel. No documentation is available to document dual control over the pencil machine or the powerade machine. In addition, a concession receipt was not signed by the persons counting to evidence dual control.

DELHI MIDDLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

REVENUES, continued

I recommend the school implement controls over receipts as follows:

2002-2 I noted six of the fifteen deposits tested were deposited with more than a three-day lag between date of receipt and date of deposit. Daily deposits serve as an important control device to prevent loss of funds. I recommend the school make daily deposits.

CORRECTIVE ACTION PLAN: Daily deposits are currently being made.

Contact person: Shelia McDade

2002-3 At present, there is no documentation to evidence dual control over the pencil machine or the powerade machine. I recommend the school implement a policy where two individuals count the money and sign to indicate the amount of money collected.

CORRECTIVE ACTION PLAN: Powerade and pencil logbooks have been made and are currently counted by two or more individuals.

Contact person: Shelia McDade

2002-4 One receipt was noted which could not be traced to the general ledger. It is vital that all receipts and disbursements be entered into the general ledger in order to maintain accurate records. Steps should be taken to determine all transactions are posted on a timely basis.

CORRECTIVE ACTION PLAN: Receipts are being posted to the general ledger on a more timely basis to maintain more accurate records.

Contact person: Shelia McDade

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 8

DELHI MIDDLE SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoice was not canceled on one disbursement.
2. None.
3. None.
4. None.
5. None.
6. None.
7. None.
8. None.
9. None.
10. None.

My recommendations are as follows:

2002-5 I noted one instance where an invoice was not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: Invoices are being stamped "paid" to prevent duplicate payments.

Contact Person: Shelia McDade

DELHI HIGH SCHOOL

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHEDULE 9

DELHI HIGH SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank accounts.

	<u>Per books</u>	<u>Reconciled Bank</u>
Guaranty Bank & Trust	\$17,277.44	16,941.54

- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I traced outstanding checks to the subsequent month bank statement.

2. I obtained a list of certificates of deposit for the year and:

- a. Certificates of Deposit, Guaranty Bank

#236138608	1,228.94
------------	----------

Certificates of Deposit, Commercial Capital Bank

#8000315	1,441.73
#8000277	5,338.29

- b. I tested the reasonableness of interest income.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. There were no old outstanding checks at June 30, 2002.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 9

DELHI HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 9

DELHI HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES (Continued)

9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 10, Summary of Findings, Observations and Recommendations.

DELHI HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of Delhi High School.

CASH AND CASH EQUIVALENTS

2002-1 Cash balance per the general ledger differed from the reconciled book balance by \$335.90. The general ledger and/or financial statements should be compared to the bank reconciliation on a monthly basis and any differences investigated immediately.

CORRECTIVE ACTION PLAN: This matter was reported to the business manager of the school board immediately. I am comparing financial statements and bank reconciliation to locate and correct this matter.

Contact Person: Clennon Harrison

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. Receipt #143148 was deposited 13 days after receipt.
- C. None
- D. Attribute D involved tracing receipts back to supporting documents evidencing control of the receipt once received by school personnel. No documentation is available to document dual control over nine of the fifteen receipts selected for testing.

The school is responsible for monies once they are received by school personnel. This means accountability must be initiated when funds are first received by a teacher or club sponsor. I recommend the school implement controls over receipts as follows:

2002-2 All teachers or club sponsors who handle money should maintain a log to record all collections of monies from students. The amounts collected should be recorded on the log and given to the principal or secretary for receipt when the money is turned in. The teacher's log book should be turned in to the school office at year-end to provide an audit trail of the receipts.

CORRECTIVE ACTION PLAN: I will receipt and deposit all monies in a timely manner, and check to see that all funds are handled under dual control. All teachers and club sponsors have been issued student receipt sheets to collect and record all monies received from students. Once sheets have been completed they are turned in to the office to provide an audit trail of the receipts.

Contact Person: Clennon Harrison

DELHI HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

REVENUES, Continued

2002-3 Pre-numbered tickets should be used for all significant admission events such as football games. A reconciliation should be made of tickets issued, sold and the proceeds collected. Games with small attendance, such as baseball, should have dual control over receipts, as two persons should sign off on the gate receipts.

CORRECTIVE ACTION PLAN: Pre-numbered tickets are being used for all admission events. Two people are signing off on gate tally sheets.

Contact Person: Clennon Harrison

2002-4 Concession receipts should be counted and receipted under dual control. Two persons should sign a form acknowledging the amount collected and turned over to the school bookkeeper.

CORRECTIVE ACTION PLAN: Concession receipts are being counted and receipted under dual control. Two persons are signing off on all concession tally sheets.

Contact Person: Clennon Harrison

2002-5 I noted one of the fifteen deposits tested was deposited with more than a three-day lag between date of receipt and date of deposit. Daily deposits serve as an important control device to prevent loss of funds. I recommend the school make daily deposits.

CORRECTIVE ACTION PLAN: Deposits are being made daily.

Contact person: Clennon Harrison

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 10

DELHI HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoice was not canceled on 6 of the 25 disbursements selected for testing.
2. None.
3. The following checks did not have adequate evidence of receipt:

2756	Boosters, Inc.	73.91
2961	Mayo Tours	1,087.00
2894	New Avenue Industries	215.05
4. I was unable to agree an original invoice to the check amount for check #2961.
5. Proper documentation was not available for the three checks listed in item 3.
6. Three checks were paid more than 60 days past the invoice date.
7. None.
8. One check included the payment of sales tax in the amount of \$3.49. This is an unnecessary expenditure.
9. None.
10. None.

DELHI HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES (Continued)

My recommendations are as follows:

2002-6 I noted one invoice which was paid late. Care should be taken to pay invoices on a timely basis so that unnecessary late charges are not incurred.

CORRECTIVE ACTION PLAN: We will make sure that all invoices are paid on a timely basis.

Contact Person: Clennon Harrison

2002-7 I noted several instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: I will mark all paid invoices to prevent duplicate payments.

Contact Person: Clennon Harrison

2002-8 One check was noted which included payment of sales tax. Since the school is tax-exempt, this results in an unnecessary expenditure. Steps should be taken to avoid paying sales tax.

CORRECTIVE ACTION PLAN: I will check all invoices to ensure that no sales taxes are paid.

Contact Person: Clennon Harrison

2002-9 I noted two instances listed above where a check was paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: I will collect all supporting documentation, invoices, etc. prior to disbursement of school funds.

Contact Person: Clennon Harrison

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 10

DELHI HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES (Continued)

2002-10 Two checks were signed with only one signature. State law required two signatures to disburse school funds. This practice should be ceased.

CORRECTIVE ACTION PLAN: I will check to make sure all checks have two signatures before disbursing school funds.

Contact Person: Clennon Harrison

MANGHAM HIGH SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 11

MANGHAM HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:
 - a. I verified the mathematical accuracy of the reconciliation.
 - b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
 - c. I compared the reconciled book balance to the general ledger for one bank account

Richland State Bank	\$46,487.33
---------------------	-------------
 - d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
 - e. I examined all interfund transfers, if any.

There were no interfund transfers.
 - f. I supported the outstanding checks by comparing to the checks clearing in subsequent month bank statement.
2. I obtained a list of certificates of deposit for the year and:
 - a. CD - Richland State Bank - \$20,955.43
 - b. I tested the reasonableness of interest income.
3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327, cash was invested in a Certificate of Deposit and two public NOW accounts.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 11

MANGHAM HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS (Continued)

4. I investigated any old outstanding checks.

Checks not clearing in the July bank statements are as follows:

	<u>Check #</u>	<u>Amount</u>
General Fund	14905	124.50
	14996	25.00

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
- a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 11

MANGHAM HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 12, Summary of Findings, Observations and Recommendations.

MANGHAM HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of Mangham High School.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. I noted 2 of the 15 receipts tested were turned in to the school bookkeeper for deposit weeks after being collected.
- C. None.
- D. Two of the receipts tested did not match the supporting documents for the receipt

My recommendations are as follows:

2002-1 All deposits should be made on a timely basis. Teachers should not hold funds in their rooms. All money should be deposited daily.

CORRECTIVE ACTION PLAN: All deposits will be made on a timely basis. Teachers are to turn their money in daily.

Contact Person: Linda Gray

2002-2 Two of the deposits selected for testing did not match up to the receipt documentation. I recommend the school keep records and document when a deposit is short. If this becomes a regular occurrence, the secretary should count the money with the teacher and issue the receipt for the amount counted.

CORRECTIVE ACTION PLAN: We will keep records and document when a deposit is short.

Contact Person: Linda Gray

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHEDULE 12

MANGHAM HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoices were not canceled in two instances.
2. One check was signed by one signature only.
3. Two disbursements did not have evidence of receipt of goods or services.

#14251	Office Depot	16.26
#14333	Dance N Things	1,896.76
4. None.
5. Documentation was not adequate for the disbursements listed in #3 above.
6. None.
7. None.
8. Check #14251 to Office Depot included sales tax of \$1.27.
9. None.
10. None.

My recommendations are as follows:

- 2002-3** One check was noted which included the payment of sales tax. Since the school is tax-exempt, this results in an unnecessary expenditure. School personnel should be instructed the school is tax-exempt and steps should be taken to avoid this unnecessary expense.

CORRECTIVE ACTION PLAN: This was an oversight. We will make sure that this does not happen in the future.

Contact Person: Linda Gray

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 12

MANGHAM HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES, Continued

2002-4 I noted two instances listed above where a check was paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Adequate supporting documentation will be used prior to making payment beginning with the 2002-2003 school year.

Contact Person: Linda Gray

2002-5 I noted several instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: Invoices will be canceled to prevent duplicate payment beginning with the 2002-03 school year.

Contact Person: Linda Gray

2002-6 State law requires two signatures to disburse school funds. I noted one check with only one signature. This practice should be ceased.

CORRECTIVE ACTION PLAN: Two signatures will appear on all school checks effective 2002-03 school year.

Contact Person: Linda Gray

MANGHAM JUNIOR HIGH SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 13

MANGHAM JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of April 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account

Richland State Bank	\$45,395.92
---------------------	-------------
- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I supported the outstanding checks by comparing to the checks clearing in subsequent month bank statement.

2. I obtained a list of certificates of deposit as of April 30, 2002:

- a. Certificates of Deposit

#13275	9,487.92
#11649	8,208.75
#19681	11,501.70

b. I tested the reasonableness of interest income.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 13

MANGHAM JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS (Continued)

4. I investigated any old outstanding checks.

There were no old outstanding checks at June 30, 2002.

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:

- a. I traced to the bank validated deposit slip.
- b. I determined if the deposits were made on a timely basis.
- c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
- d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 13

MANGHAM JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

3. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 14, Summary of Findings, Observations and Recommendations.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 14

MANGHAM JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of MANGHAM JUNIOR HIGH SCHOOL.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. None.
- C. None.
- D. None.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 14

MANGHAM JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. None.
4. None.
5. None.
6. None.
7. None.
8. None.
9. None.
10. None.

MANGHAM ELEMENTARY SCHOOL

MANGHAM ELEMENTARY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:
 - a. *I verified the mathematical accuracy of the reconciliation.*
 - b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
 - c. I compared the reconciled book balance to the general ledger for one bank account.

Richland State Bank	\$15,013.95
---------------------	-------------
 - d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
 - e. I examined all interfund transfers, if any.

There were no interfund transfers.
 - f. I traced outstanding checks to the checks clearing in the subsequent month bank statement.
2. I obtained a list of certificates of deposit for the year and:
 - a. CD #11123 \$38,291.30
 - b. I tested the reasonableness of interest income.
3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327, cash was invested in a Certificate of Deposit and one public NOW accounts.
4. I noted check #8114 to Afghan Children's Fund for \$161.00 has not cleared the bank.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 15

MANGHAM ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 15

MANGHAM ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 16, Summary of Findings, Observations and Recommendations.

MANGHAM ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of MANGHAM ELEMENTARY SCHOOL.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. Money was collected and receipted by teachers and sponsors 15 to 30 days prior to being deposited in the bank on 4 of the 15 receipts tested.
- C. None.
- D. There was no support for receipt #1057 for the sale of stamps, folders and miscellaneous.

My recommendations are as follows:

2002-1 All deposits should be made on a timely basis. Teachers should not hold funds in their rooms. Daily deposits are important to reduce the risk of loss of funds. All money should be deposited daily.

CORRECTIVE ACTION PLAN: Teachers have been instructed to receipt all funds received in the classroom and send to the office daily. Monies received by the office will be deposited daily.

Contact Person: Fay Philips or Becky Free

2002-2 The school should implement controls over the sale of miscellaneous items (stamps, folders). This could be in the form of dual control over receipts or an inventory reconciliation where sales are reconciled to items sold based on beginning and ending inventory.

CORRECTIVE ACTION PLAN: We have discontinued the sale of any type of miscellaneous items.

Contact Person: Fay Philips or Becky Free

2002-3 The school is not using a manual receipt book. All receipts are being generated from the computer. The receipts generated by computer do not have adequate information. There is no detail or name of the person remitting the funds. These records should indicate the person turning in the money as well as the purpose. In addition, the numerical sequence of the receipts should be accounted for.

CORRECTIVE ACTION PLAN: We will begin using a manual receipt book in addition to the computer generated receipts.

Contact Person: Fay Philips or Becky Free

MANGHAM ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. None.
4. None.
5. The invoice for check #8089 to Scholastic Book Fair was not clerically accurate. The mistake was for 20.43.
6. None.
7. None.
8. None.
9. None.
10. None.

My recommendation is as follows:

2002-4 One invoice was paid which was not accurate. This resulted in an incorrect amount being paid. All invoices should be tested for clerical accuracy prior to paying.

CORRECTIVE ACTION PLAN: All invoices will be double checked for clerical accuracy before payment is made.

Contact Person: Fay Philips or Becky Free

RAYVILLE ELEMENTARY SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 17

RAYVILLE ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account.

Richland State Bank	\$54,609.82
---------------------	-------------
- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I supported the outstanding checks by comparing to the checks clearing in the subsequent month bank statement.

2. I obtained a list of certificates of deposit for the year:

- a. C.D., Richland State Bank \$85,065.92
- b. I tested the reasonableness of interest income.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327, cash was invested in a Certificate of Deposit and two public NOW accounts.

4. There was one old outstanding check, #10666 in the amount of 29.99.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 17

RAYVILLE ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 17

RAYVILLE ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 18, Summary of Findings, Observations and Recommendations.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 18

RAYVILLE ELEMENTARY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of RAYVILLE ELEMENTARY SCHOOL.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. None.
- C. None.
- D. None.

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 18

RAYVILLE ELEMENTARY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. None.
4. None.
5. None.
6. None.
7. None.
8. None.
9. None.
10. None.

START ELEMENTARY SCHOOL

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 19

START ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

A. CASH AND CASH EQUIVALENTS

1. I obtained bank reconciliations for all bank accounts as of June 30, 2002 and performed the following:

- a. I verified the mathematical accuracy of the reconciliation.
- b. I agreed the balance per the bank statement to the amount shown on bank reconciliation.
- c. I compared the reconciled book balance to the general ledger for one bank account.

First Republic Bank	\$29,190.31
---------------------	-------------
- d. I determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2002.
- e. I examined all interfund transfers, if any.

There were no interfund transfers.
- f. I supported the outstanding checks by comparing to the checks clearing in the subsequent month bank statement.

2. I obtained a list of certificates of deposit for the year and:

- a. C.D., Richland State Bank \$59,282.14
- b. I tested the reasonableness of interest income.

3. I determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327, cash was invested in a Certificate of Deposit and two public NOW accounts.

4. There were two old outstanding checks as follows:

#1765	5.00
#1931	11.60

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

SCHEDULE 19

START ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

B. REVENUES

1. I selected 15 receipts on a random basis and performed the following procedures:
 - a. I traced to the bank validated deposit slip.
 - b. I determined if the deposits were made on a timely basis.
 - c. I traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. I traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

START ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2002**

C. EXPENDITURES

I conducted my test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. *Invoice date is current when compared to date of check.*
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 20, Summary of Findings, Observations and Recommendations.

START ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

This section of the report summarizes my findings, observations and recommendations as a result of performing the procedures described in the preceding section, description of procedures for records and transactions of START ELEMENTARY SCHOOL.

REVENUES

I noted the following exceptions in my test of 15 receipts selected at random.

- A. None.
- B. One receipt was deposited six days after receipt.
- C. None.
- D. There was no evidence of dual control over 2 of the 15 receipts tested.

My recommendations are as follows:

2002-1 I noted one receipt of 15 tested which was deposited late. Daily deposits serve as an important control device to prevent loss of funds. All receipts should be deposited on a timely basis.

CORRECTIVE ACTION PLAN: We do have a plan to do daily deposits and do follow that plan, however at times the bank sends the entire deposit back.

Contact Person: Robyne Crow

2002-2 There is no indication that the faculty coke machine proceeds were counted with dual control in one instance. I recommend the school implement a form where two individuals count the money and sign and indicate the amount collected.

CORRECTIVE ACTION PLAN: We already have a form where two individuals count the money and sign before turning it in to the secretary.

Contact Person: Robyne Crow

2002-3 Pre-numbered tickets should be used for all significant admission events such as football games. A reconciliation should be made of tickets issued, sold and the proceeds collected. Games with small attendance, such as baseball, should have dual control over receipts, as two persons should sign off on the gate receipts.

CORRECTIVE ACTION PLAN: Tickets are currently being used at all of our games.

Contact Person: Robyne Crow

START ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The original invoice was not properly cancelled in 4 instances
2. None.
3. None.
4. None.
5. Check #1899 to Unisource for \$56.00 did not have an original invoice. The bill was paid from a copy.
6. None.
7. None.
8. None.
9. None.
10. None.

My recommendations are as follows:

2002-4 One disbursement was noted without an original invoice. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt of goods and proper approval.

CORRECTIVE ACTION PLAN: Yes, we do try to get original invoices from all personnel and signed receipts of materials received, but when we don't get these (in rare cases) we do request a copy of the invoice from the company and verify the receipt of these goods before we disburse funds.

Contact Person: Robyne Crow

2002-5 I noted several instances where invoices were not canceled properly to prevent duplicate payment. Upon payment each invoice should be marked "Paid" to cancel the invoice and prevent duplicate payments from occurring.

CORRECTIVE ACTION PLAN: I purchased my secretary a "paid" dated stamp for her to use when paying invoices.

Contact Person: Robyne Crow

RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana

SCHOOL ACTIVITY FUND
STATUS OF PRIOR FINDINGS
For the year ended June 30, 2002

RAYVILLE HIGH SCHOOL

Revenues

Finding 2001-1 Control over basketball receipts
Status: Resolved

Expenditures

Finding 2000-2, 2001-2 Inadequate supporting documentation
Status: Resolved

HOLLY RIDGE ELEMENTARY

Revenues

Finding 2001-1 Late deposits
Status: Resolved

Finding 2001-2 Control over receipts
Status: See finding 2002-1

Expenditures

Finding 2000-1 and 2001-3 Late payment of invoice
Status: Resolved

Finding 2001-4 Inadequate supporting documentation
Status: Resolved

DELHI MIDDLE SCHOOL

Cash and cash equivalents

Finding 99-1, 2000-1, 2001-1 Cash differences in general ledger
Status: See finding 2002-1

Finding 2000-2, 2001-2 Interest not recorded on general ledger
Status: Resolved

Revenues

Finding 2001-3 Control over teacher receipts
Status: See finding 2002-3

Finding 2001-4 Control over gate receipts and concessions
Status: See finding 2002-3

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

**SCHOOL ACTIVITY FUND
STATUS OF PRIOR FINDINGS
For the year ended June 30, 2002**

DELHI MIDDLE SCHOOL, Continued

Expenditures

Finding 2001-5 Inadequate supporting documentation

Status: Resolved

Finding 2001-6 Invoices not canceled

Status: See finding 2002-5

Finding 2001-7 General ledger not posted.

Status: Resolved

DELHI HIGH SCHOOL

Revenues

Finding 2001-1 Control over teacher receipts

Status: See finding 2002-2

Finding 2001-2 Control over gate receipts and concessions

Status: See finding 2002-3 and 2002-4

Expenditures:

Finding 2001-1 Inadequate supporting documentation

Status: See finding 2002-9

Finding 2001-2 Payment of sales tax

Status: See finding 2002-8

Finding 2001-3 Dual signatures not used

Status: See finding 2002-10

Finding 2001-4 Invoices not canceled

Status: See finding 2002-7

**RICHLAND PARISH SCHOOL BOARD
Rayville, Louisiana**

**SCHOOL ACTIVITY FUND
STATUS OF PRIOR FINDINGS
For the year ended June 30, 2002**

RAYVILLE ELEMENTARY

Revenues

Finding 2001-1 Receipts not deposited timely.

Status: Resolved

Expenditures

Finding 2001-2 Invoices not canceled

Status: Resolved

Finding 2001-3 Inadequate supporting documentation

Status: Resolved

Finding 2001-4 Payment of sales tax

Status: Resolved

START ELEMENTARY

Revenues

Finding 2001-1 Control over teacher receipts

Status: Resolved

Finding 2001-2 Control over concession and gate receipts

Status: See finding 2002-2, 2002-3

Expenditures

Finding 2001-3 Inadequate supporting documents

Status: See finding 2002-4

Finding 2001-4 Invoices not canceled

Status: See finding 2002-5