

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2013

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 JAN 08 2014

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2013

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FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

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FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO THE BOARD OF DIRECTORS
FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

We have performed the procedures enumerated below, which were agreed to by the Franklin Parish School Board and the Legislative Auditor of the State of Louisiana solely to assist you with respect to the accounting records of the School Activity Funds of Franklin Parish School Board as of and for the year ended June 30, 2013. The school district management is responsible for the school accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we 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 we performed and the accounts to which they pertained are set forth in the accompanying Description of Procedures for Selected Records and Transactions, and our 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.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the School Activity Funds. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Franklin Parish School Board and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than those specified parties.

The Robinette Firm, APAC

The Robinette Firm, A Professional Accounting Corporation

Monroe, Louisiana
September 11, 2013

BASKIN SCHOOL

BASKIN SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for the one bank account.

| | |
|---------------------|-------------|
| Franklin State Bank | \$27,001.79 |
|---------------------|-------------|
 - d. We determined the propriety of deposits in transit, if any.

There were no outstanding deposits in transit at year end.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2013.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There were no outstanding checks that were over 90 days old at June 30, 2013.

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 1

BASKIN SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

BASKIN SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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 2, Summary of Findings, Observations and Recommendations.

BASKIN SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our 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 Baskin School.

REVENUES

- A. None.
- B. None.
- C. None.
- D. Two receipts did not have adequate supporting documentation.

Our recommendations are as follows:

2013-1 There were two instances where the money receipted did not have adequate documentation. All teachers and club sponsors should be instructed to use log sheets to record all collections of monies from students, and the logs should be turned into the office at year end. In the event that items are being sold out of the office in a concessions like manner, an inventory should be kept to record how much was sold during the day and should be signed by two persons to evidence dual control.

CORRECTIVE ACTION PLAN: When a club is selling overage items as concessions, there should be two people selling. At the end of the day, they must both count the money and log it on a concession form and sign in the appropriate space provided. They must then bring the log and the money to the bookkeeper and recount the money in her presence. The bookkeeper will sign the concession log once the total is verified, receipt the total in the school receipt book, and deposit the money in the club's account. No employee will sell items at the school that were purchased for fundraising. Extra items that are not sold by students will be returned to the company from which it was ordered, along with a request for credit.

Contact Person: Donnie Reagan, Principal

BASKIN SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Invoices were not properly canceled for 1 of 25 items selected for testing.
2. None.
3. Adequate evidence of receipt was not available for the following payments:
15661 Nathen Roberts \$ 258.00
4. The payment in item 3 was made without an appropriate invoice.
5. Payments listed in item 3 above was made without proper documentation.
6. The payment in item 3 could not be determined if it was paid timely.
7. Check 15661 was charged to an account different than the one on the purchase order.
8. Check 15594 included \$5.74 in late fees.
Check 15618 could not be determined if necessary.
9. None.
10. None.

We recommend the following changes:

- 2013-2** Cancellation of invoices prevents duplicate payment. One invoice was noted which was not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: The purchase order, all corresponding paperwork, and the invoice will be marked "Paid".

Contact Person: Donnie Reagan, Principal

- 2013-3** We noted one instance 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: No check will be given to an individual that performs a service to the school without an invoice.

Contact Person: Donnie Reagan, Principal

BASKIN SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-4 One invoice did not have adequate documentation to determine if it was paid in a timely manner. Faculty and staff should be instructed to turn in all invoices and care should be taken to pay them on time.

CORRECTIVE ACTION PLAN: We will not make payment without an invoice.

Contact Person: Donnie Reagan, Principal

2013-5 One expenditure indicated late fees were paid to the vendor. This expenditure is not necessary and care should be taken to pay invoices in a timely manner to avoid the incurrence and payment of late fees.

CORRECTIVE ACTION PLAN: The bookkeeper will insure bills are paid in a timely manner, even during times when the school is closed during holidays.

Contact Person: Donnie Reagan, Principal

2013-6 One disbursement was posted to an account different than what the purchase order indicated it would be charged to. Care should be taken to post disbursements to the correct account. Postings to accounting records should be reviewed for accuracy to ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: When posting purchases to the computer the bookkeeper will double check to make sure items are posted to the correct account.

Contact Person: Donnie Reagan, Principal

2013-7 It could not be determined if the items purchased with check 15618 to World's Finest Chocolate were reasonable and necessary. All disbursements made should have a school purpose and the purpose should be adequately documented.

CORRECTIVE ACTION PLAN: The purchase was made for an athletic fundraiser through World's Finest Chocolate. Starting in the 2013-2014 school year any club or organization must fill out a Fundraiser Approval Form and it must be approved by the principal or assistant principal. A separate account will be made in the Jpams financial for that fundraiser and all funds and payments will be made from that account. Once the time ends the profit will be transferred to the account of the club or organization performing the fundraiser.

Contact Person: Donnie Reagan, Principal

CROWVILLE SCHOOL

CROWVILLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

CROWVILLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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 4, Summary of Findings, Observations and Recommendations.

CROWVILLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

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

REVENUES

We noted the following exceptions in our tests of 15 receipts selected at random:

- A. None.
- B. There were four instances where teachers held money overnight.
There were three instances where it could not be determined if monies were deposited timely.
- C. None.
- D. None.

We recommend the school implement controls over receipts as follows:

2013-1 We noted four instances where teachers held money in their classroom overnight. All teachers and club sponsors should be instructed to turn any monies collected into the office on a daily basis. This will help ensure that all monies collected are deposited intact in a timely manner.

CORRECTIVE ACTION PLAN: Money will be turned in by teachers on a daily basis.

Contact Person: Terri Shirley, Beverly Wright

2013-2 There were three instances where the teachers log did not have the dates filled out so it could not be determined if the monies collected were deposited timely. Teachers and club sponsors should be instructed to fully complete the log sheets to provide adequate documentation and to turn in all monies daily to ensure timely deposits.

CORRECTIVE ACTION PLAN: Teacher log books will be turned into the office at year end and will be checked monthly.

Contact Person: Terri Shirley, Beverly Wright

CROWVILLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. One disbursement was not properly canceled.
2. None.
3. Four disbursements did not have evidence of receipt.
4. The following disbursements did not agree with the invoices:

| | | |
|------|----------------|-------------|
| 3224 | Sam's Discover | \$ 2,140.79 |
| 3264 | Varsity | 1,000.00 |
5. Two disbursements did not have adequate documentation.
6. Check 3264 was not current.
7. None.
8. None.
9. None.
10. None.

We recommend the following changes:

- 2013-3** Cancellation of invoices prevents duplicate payment. One invoice was noted which was not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: All invoices will be canceled. Teachers/club sponsors will be instructed to sign both the packing slip and the invoice. The secretary will double check these at the end of the month to ensure compliance.

Contact Person: Terri Shirley, Beverly Wright

- 2013-4** Four purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the school employee to document receiving the goods or services.

CORRECTIVE PLAN: Invoices will be matched with receiving documents and signed by the person receiving the goods. Invoices will be double checked monthly to comply.

Contact Person: Terri Shirley, Beverly Wright

CROWVILLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 Two disbursements did not agree with the invoices. Care should be taken to ensure payments match the invoices and any disagreements should be adequately documented.

CORRECTIVE ACTION PLAN: When discrepancies are noticed the secretary will contact the seller to reconcile this and document it as required.

Contact Person: Terri Shirley, Beverly Wright

2013-6 Check 2364 to Varsity in the amount of \$1,000.00 was for a partial payment of an invoice and was not paid timely. All invoices need to be paid as incurred and no school employee or organization should be allowed to spend in excess of their means as this could leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: The cheerleader sponsor shall require cheerleaders to pay in full before uniforms or ordered. Sponsors shall be mindful of their account and money available for purchases.

Contact Person: Terri Shirley

2013-7 Two disbursements were to pay athletic officials, but the documentation provided did not have the officials information completed. School personnel should be instructed to make sure the officials fill out the payment form with their address and social security number and sign the form before receiving their checks.

CORRECTIVE ACTION PLAN: Records will be on file in the office of the official's addresses. Therefore, they will only need to sign their name and put their social security number upon receipt of the check at the ball games.

Contact Person: Terri Shirley

FORT NECESSITY SCHOOL

FORT NECESSITY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for the one bank account.

| | |
|---------------------|-------------|
| Franklin State Bank | \$15,664.47 |
|---------------------|-------------|
 - d. We determined the propriety of deposits in transit, if any.

There were two deposits in transit at year end that cleared the bank in July.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit as of June 30, 2013:
 - a. There were no certificates of deposit at June 30, 2013.
 - b. We tested the reasonableness of interest income.
3. We 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, 2013.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 5

FORT NECESSITY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

FORT NECESSITY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

3. EXPENDITURES

We conducted our 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 6, Summary of Findings, Observations and Recommendations.

FORT NECESSITY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Fort Necessity School.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. None.
- B. We observed three instances where receipts were not deposited in the bank in a timely manner.
- C. None.
- D. None.

We recommend the following controls over receipts:

2013-1 We noted three of fifteen receipts tested were deposited in excess of three days after receipt. All teachers and sponsors should be instructed to turn all money in on a daily basis. Timely deposits prevent loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: All faculty and staff will be given information on the procedures of collecting money. Timely deposits will prevent the loss of funds and ensure accurate record keeping. Timely deposits will be made.

Contact Person: Chris Roberts

FORT NECESSITY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. None.
4. Check 10356 did not have an adequate invoice.
5. None.
6. Check 10322 was not paid timely.
7. None.
8. None.
9. None.
10. None.

Our recommendations are as follows:

2013-2 Check 10356 was used to pay an athletic official, but the official payment voucher did not have an amount of pay. There was no documentation to verify the rate of pay. All official pay vouchers should include the rate of pay to ensure officials receive their correct pay.

CORRECTIVE ACTION PLAN: Payment vouchers will be documented completely including the amount of pay. Instructions will be attached to the forms.

Contact Person: Chris Roberts

2013-3 We noted one instance where a payment was made more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: All faculty and staff will be instructed to turn in invoices in a timely manner so the bookkeeper can pay in a timely manner.

Contact Person: Chris Roberts

FRANKLIN PARISH HIGH SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 7

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:

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

Winnsboro State Bank & Trust Company \$91,089.56

- d. We determined the propriety of deposits in transit, if any.
There were no deposits in transit.
- e. We examined all interfund transfers, if any.
There were no interfund transfers.
- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

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

- a. There were no certificates of deposit at June 30, 2013.
- b. We tested the reasonableness of interest income.

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

4. There was one old outstanding check on the bank reconciliation:
20266 2/5/13 Sharon White \$ 100.00

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 7

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.
2. We obtained the football game schedule and pulled receipts for ticket sales for each home game. We performed steps a. through d. above on each of these receipts.
3. We obtained the baseball and basketball game schedules and pulled receipts for ticket sales for 5 home games. We performed steps a. through d. above on each of these receipts.

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. In addition we selected ten checks from the school's athletic fund. 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.

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

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

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random and 12 athletic receipts.

- A. None.
- B. We observed six instances where receipts were not deposited in the bank in a timely manner.
- C. None.
- D. Four receipts did not have adequate documentation.
The total receipts of one deposit was \$18.06 more than what was deposited.
We noted baseball was selling season tickets outside of the school.

Our recommendations are as follows:

- 2013-1** Six of the 27 receipts selected for testing were deposited in excess of 3 days from the receipt of the money. It appears teachers are holding money instead of turning the money in to be deposited. All money received by teachers needs to be turned in and deposited on a daily basis.

CORRECTIVE ACTION PLAN: Teachers will be advised to turn in money within three days of receiving it.

Contact Person: Pat Sartin, Cindy Strickland

- 2013-2** We noted four instances where receipts did not have adequate documentation. Teachers and club sponsors who handle money should use a log sheet to receipts students, turn in money daily, and date the log sheet to evidence timely deposits. All athletic events should use a ticket reconciliation which should list the beginning and ending ticket numbers and the ticket price. The reconciliation should be signed by the two gate keepers to evidence dual control.

CORRECTIVE ACTION PLAN: Teachers have been advised to use a log sheet to receipt students, turn in money daily, and date the log sheet. Tickets for all athletic events are to be used so that reconciliation can be noted and signed by two gate keepers.

Contact Person: Pat Sartin, Cindy Strickland

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 8

FRANKLIN PARISH HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013**

REVENUES, Continued

2013-3 We noted that a booster club for baseball is selling season tickets for the baseball games and the proceeds from the ticket sales are not being run through the school. All monies raised in the name of the school or a school organization are public funds and need to be deposited in the school's account.

CORRECTIVE ACTION PLAN: All monies raised in the name of the school will be deposited in the school's account.

Contact Person: Pat Sartin, Cindy Strickland

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. There were six instances where athletic officials did not sign for their checks. Five checks did not have adequate evidence of receipt.
4. Two disbursements did not agree with the invoice. Check 20199 to Janis Brown for \$60 did not have an invoice.
5. Six disbursements did not have proper documentation.
6. The following checks were paid more than 90 days late:

| | | |
|-------|--------------|-------------|
| 20184 | Green Sports | \$10,583.47 |
| 20351 | Sports Turf | 1,656.00 |
| 20370 | Green Sports | 1,870.49 |
7. None.
8. None.
9. None.
10. None.

Our recommendations are as follows:

- 2013-4** Five disbursements were made without evidence of receipt. Invoices should be matched with receiving documents and/or signed by the school employee receiving the goods or services.

CORRECTIVE ACTION PLAN: We will, to the best of our abilities, assure that invoices will be matched with receiving documents and/or signed by the school employee receiving the goods.

Contact Person: Pat Sartin, Cindy Strickland

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 There were six instances where athletic officials did not sign the official pay voucher to evidence their receipt of the check. The school employees responsible for giving athletic officials their checks should be instructed to be sure the official's information is complete and they sign the form before they receive their check.

CORRECTIVE ACTION PLAN: The school employee responsible for giving athletic officials their checks will be told to be certain the official's information is complete and that they sign the necessary form before their checks are given to them.

Contact Person: Pat Sartin, Cindy Strickland

2013-6 We noted six instances where checks were 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: Checks will only be paid when adequate documentation is given.

Contact Person: Pat Sartin, Cindy Strickland

2013-7 We noted three instances above where payments were made more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforseen events could effect receipts and leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: Staff has been instructed that all invoices need to be paid in a timely manner.

Contact Person: Pat Sartin, Cindy Strickland

2013-8 There were two instances where the checks written did not agree with the invoices. Checks should be compared with the invoices before sending to the vendor to ensure that the appropriate amount is paid. When a check is intentionally written for an amount different than the invoice, the reason for the difference should be documented and signed by the principal to note approval. This will help ensure accurate record-keeping and prevent confusion in the future.

CORRECTIVE ACTION PLAN: Checks will be compared with the invoices before sending to the vendor to ensure the appropriate amount is paid.

Contact Person: Pat Sartin, Cindy Strickland

2013-9 Check 20199 to Janis Brown did not have an invoice and appeared to be payroll related. Any payroll related items should be run through the central office.

CORRECTIVE ACTION PLAN: Any payroll related items will be run through the central office.

Contact Person: Pat Sartin, Cindy Strickland

GILBERT JUNIOR HIGH SCHOOL

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 9

GILBERT JUNIOR HIGH SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for the one bank account.

| | |
|--------------------------------------|-------------|
| Winnsboro State Bank & Trust Company | \$57,731.31 |
|--------------------------------------|-------------|
 - d. We determined the propriety of deposits in transit, if any.

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

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2013.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There were no outstanding checks over 90 days old.

GILBERT JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 9

GILBERT JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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 10, Summary of Findings, Observations and Recommendations.

GILBERT JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

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

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. None.
- B. We noted two of fifteen receipts were not deposited in a timely manner.
- C. None.
- D. Eight receipts did not have evidence of dual control.

Our recommendations are as follows:

- 2013-1** We noted two of fifteen receipts tested were deposited in excess of three days after receipt. All teachers and sponsors should be instructed to turn all money in on a daily basis. Timely deposits prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: All faculty members have been instructed to turn in money on a daily basis and deposited accordingly.

Contact Person: Vanessa Adams, Sue Williams

- 2013-2** We selected seven concessions and one fundraiser receipt and noted there was no evidence of dual control over the collection of monies. We recommend the school have two persons collect money, perform a reconciliation to document how much was collected and have both persons sign the reconciliation. This will document dual control and provide an audit trail of receipts.

CORRECTIVE ACTION PLAN: Two or more persons will collect money for all activities and sign the documentation.

Contact Person: Vanessa Adams, Sue Williams

GILBERT JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The invoice was not properly canceled on one disbursement.
2. None.
3. Adequate evidence of receipt was not available for the following:

| | | |
|-------|------------------------------|----------|
| 10198 | St. Jude's Children Hospital | \$687.00 |
| 10209 | Bayou Bowl | 305.00 |
4. Payments listed in item 3 did not have an invoice.
5. Four disbursements, including those listed in item 3, were made without appropriate documentation.
6. Payments in item 3 could not be determined if paid timely.
7. None.
8. Check 10198 could not be determined if it was a necessary and reasonable expenditure.
9. None.
10. Check 10198 could not be determined if it was allowable.

Our recommendations are as follows:

- 2013-3** Cancellation of invoices prevents duplicate payment. One invoice was noted which was not properly marked 'paid'. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: All invoices will be marked paid to prevent duplicate payments.

Contact Person: Vanessa Adams, Sue Williams

- 2013-4** We noted four instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Invoices and receipts will be used as supporting documentation for all disbursements.

Contact Person: Vanessa Adams, Sue Williams

GILBERT JUNIOR HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 Two checks did not have an invoice to determine if they were paid in a timely manner. Invoices should be kept as part of the supporting documentation and paid on time in order to avoid incurring late fees.

CORRECTIVE ACTION PLAN: All invoices will be paid in a timely manner and used as documentation to avoid late charges.

Contact Person: Vanessa Adams, Sue Williams

2013-6 Check 10198 did not have adequate documentation to determine if it was necessary, reasonable and allowable. Adequate documentation should be kept to support the purchases. Care should also be taken to ensure all disbursements serve a school purpose and are allowable under state laws and school policy.

CORRECTIVE ACTION PLAN: Invoices and receipts will be kept to prove if purchases were allowable.

Contact Person: Vanessa Adams, Sue Williams

H. G. WHITE LEARNING CENTER

H. G. WHITE LEARNING CENTER

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:

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

| | |
|--------------------------------------|------------|
| Winnsboro State Bank & Trust Company | \$2,453.73 |
|--------------------------------------|------------|

- d. We determined the propriety of deposits in transit, if any.
There were no deposits in transit at June 30, 2013.
- e. We examined all interfund transfers, if any.
There were no interfund transfers.
- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

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

- a. There were no certificates of deposit at June 30, 2013.
- b. We tested the reasonableness of interest income.

3. We 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, 2013.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 11

H. G. WHITE LEARNING CENTER

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

H. G. WHITE LEARNING CENTER

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our test of disbursements upon seventeen checks. 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.

H. G. WHITE LEARNING CENTER

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of H. G. White Learning Center.

REVENUES

We noted the following exceptions in our test of one receipt.

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

H. G. WHITE LEARNING CENTER

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

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.

WINNSBORO ELEMENTARY SCHOOL

WINNSBORO ELEMENTARY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

| | |
|--------------------------------------|------------|
| Winnsboro State Bank & Trust Company | \$5,971.22 |
|--------------------------------------|------------|
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2013.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. There were no outstanding checks at year end.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2013.
 - b. We tested the reasonableness of interest income.
3. We 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.
4. There were no outstanding checks over 90 days old.

WINNSBORO ELEMENTARY SCHOOL

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

B. REVENUES

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

WINNSBORO ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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.

WINNSBORO ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Winnsboro Elementary.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. None.
- B. None.
- C. None.
- D. Two receipts did not have adequate support.

We recommend the following:

- 2013-1** All teachers and sponsors who handle club money should maintain a log to records 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: We will make certain that teachers complete the teachers log book and turn the teachers log book in to the office at the end of the school year.

Contact Person: Ronnie Lofton

WINNSBORO ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Three of the twenty-five disbursements were not marked as paid.
2. None.
3. Two disbursements did not have evidence of receipt.
4. Three disbursements did not have invoices to determine agreement.
5. Five disbursements did not have proper documentation.
6. Two disbursements could not be determined if they were paid timely.
7. None.
8. None.
9. None.
10. None.

We recommend the following:

- 2013-2** Cancellation of invoices prevents duplicate payments. Three invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: The principal, assistant principal and bookkeeper will verify that all invoices are marked paid at the time the check is written.

Contact Person: Ronnie Lofton

- 2013-3** Two purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the school employee receiving the goods or services.

CORRECTIVE ACTION PLAN: The principal, assistant principal and bookkeeper will make certain the appropriate signatures are on all invoices to show receipt before the invoice is paid.

Contact Person: Ronnie Lofton

WINNSBORO ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-4 Three of twenty-five disbursements selected for testing did not have invoices. Invoices are an integral part of payments as payments should only be made from invoices. They are also part of the documentation required to ensure payments are made timely and for the correct amount. Care should be taken to ensure invoices are retained and kept with the supporting documentation for each disbursement.

CORRECTIVE ACTION PLAN: The principal, assistant principal and bookkeeper will make certain that all checks are written for invoices only. We will not pay from statements.

Contact Person: Ronnie Lofton

2013-5 We noted five instances where checks were 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: The principal, assistant principal and bookkeeper will make certain that disbursements will be made when there is an original invoice, evidence of receipt and proper approval.

Contact Person: Ronnie Lofton

2013-6 We noted two disbursements where it could not be determined if payments were made in a timely manner. School personnel should be instructed to retain invoices in order to ensure the timely payments of invoices.

CORRECTIVE ACTION PLAN: This will not be an issue per #5. With the documentation properly filed there will be no problem determining timely payments.

Contact Person: Ronnie Lofton

2013-7 During our tests we noted the check register did not have the vendor name properly filled out for some of the checks, but rather it had "Miscellaneous" or "No Vendor Record." When posting disbursements to the accounting system care should be taken to properly fill out all fields, including the vendor field with the correct name.

CORRECTIVE ACTION PLAN: We will make certain that all entries into the accounting system have a vendor name matching the manual check that is being written.

Contact Person: Ronnie Lofton

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:

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

Winnsboro State Bank & Trust Company \$1,630.49

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

There were no deposits in transit at June 30, 2013.

e. We examined all interfund transfers, if any.

There were no interfund transfers.

f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

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

- a. There were no certificates of deposit at June 30, 2013.
- b. We tested the reasonableness of interest income.

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

4. There were no outstanding checks over 90 days old at year-end.

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 15

FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

B. REVENUES

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

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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. This step is not applicable to the Booster Club funds.
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.

FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Basketball Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were five instances where monies were not deposited timely.
3. None.
4. There were two instances where adequate documentation was not provided.

Our recommendations are as follows:

2013-1 We noted five of fifteen receipts tested where monies were not deposited timely. All money collected in excess of \$500 should be deposited daily. Carrying excess funds over from sessions places the booster club at a greater risk of lost or stolen funds. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: The booster club operates as a cash prize entity. A cash box balance must be maintained. When the box is over \$500, every attempt shall be made to deposit the excess in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-2 There were two instances where the deposits did not have adequate documentation. Check stubs from received checks should be kept to provide a trail of payments received. Session workers should also be instructed to complete all session forms and sign them to be included as part of the documentation.

CORRECTIVE ACTION PLAN: We will put policies in place to ensure that documentation is adequate for deposits. This information will be provided to the session workers to notify them of all policies and procedures.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-five of 25 disbursements were not properly canceled.
2. None.
3. Four disbursements did not have evidence of receipt.
4. None.
5. Six expenditures did not have proper documentation.
6. One disbursement was not paid timely.
7. Not applicable.
8. None.
9. None.
10. None.

Our recommendations are as follows:

2013-3 Cancellation of invoices prevents duplicate payment. Twenty-five invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp PAID on all invoices that are paid.

Contact Person: Pat Sartin, Barry Sebren

2013-4 Four purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Every effort will be made to do a better job of providing receipt documentation. Employees will be instructed to sign and keep packing slips and turn them in to be placed with invoices.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 We noted six instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Adequate documentation including an original invoice, evidence of receipt and approval will be maintained for all disbursements.

Contact Person: Pat Sartin, Barry Sebren

2013-6 We noted one disbursement was paid more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: Every effort will be made to pay invoices in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 17

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:

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

| | |
|--------------------------------------|------------|
| Winnsboro State Bank & Trust Company | \$2,738.25 |
|--------------------------------------|------------|

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

There were no deposits in transit at June 30, 2013.

e. We examined all interfund transfers, if any.

There were no interfund transfers.

f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

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

- a. There were no certificates of deposit at June 30, 2013.
- b. We tested the reasonableness of interest income.

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

4. There were no outstanding checks over 90 days old at year-end.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 17

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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. This step is not applicable to the Booster Club funds.
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.

FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Baseball Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were five instances where monies were not deposited timely.
3. None.
4. There was one instance where adequate documentation was not provided.

Our recommendations are as follows:

2013-1 We noted five of fifteen receipts where monies were not deposited timely. All money collected in excess of \$500 should be deposited daily. Carrying excess funds over from sessions places the booster club at a greater risk of lost or stolen funds. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: The booster club operates as a cash prize entity. A cash box balance must be maintained. When the box is over \$500, every attempt shall be made to deposit the excess in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-2 There was one instance where the deposit did not have adequate documentation. Check stubs from received checks should be kept to provide for a trail of payments received. Session workers should also be instructed to complete all session forms and sign them to be included as part of the documentation.

CORRECTIVE ACTION PLAN: We will put policies in place to ensure that documentation is adequate for deposits. This information will be provided to the session workers to notify them of all policies and procedures.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-five of 25 disbursements were not properly canceled.
2. None.
3. Seven disbursements did not have evidence of receipt.
4. Check 1463 did not have an invoice provided to note agreement. Check 1465 was for a partial payment of an invoice.
5. Eight disbursements did not have proper documentation.
6. Three disbursements included the payment of invoices over 90 days past due.
7. Note applicable.
8. None.
9. None.
10. None.

Our recommendations are as follows:

2013-3 Cancellation of invoices prevents duplicate payment. Twenty-five disbursements were noted which were not properly canceled, and one could not be determined if it was canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp PAID on all invoices that are paid.

Contact Person: Pat Sartin, Barry Sebren

2013-4 Seven purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Every effort will be made to do a better job of providing receipt documentation. Employees will be instructed to sign and keep packing slips and turn them in to be placed with the invoices.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 We noted check 1463 was paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Adequate documentation including an original invoice, evidence of receipt and approval will be maintained for all disbursements.

Contact Person: Pat Sartin, Barry Sebren

2013-6 Three disbursements were paid more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: Every effort will be made to pay invoices in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 19

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 19

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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. This step is not applicable to the Booster Club funds.
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.

FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Football Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were six instances where monies were deposited more than three days after receipt.
3. None.
4. There was one instance where adequate documentation was not provided.

We recommend the following:

2013-1 We noted six of fifteen receipts where monies were not deposited timely. All money collected in excess of \$500 should be deposited daily. Carrying excess funds over between sessions places the booster club at a greater risk of lost or stolen funds. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: The booster club operates as a cash prize entity. A cash box balance must be maintained. When the box is over \$500, every attempt shall be made to deposit the excess in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-2 There was one instance where the deposits did not have adequate documentation. Check stubs should be kept to provide an audit trail of payments received. Session workers should also be instructed to complete all session forms and sign them to be included as a part of the documentation.

CORRECTIVE ACTION PLAN: We will put policies in place to ensure that documentation is adequate for deposits. This information will be provided to the session workers to notify them of all policies and procedures.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 20

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-five of 25 disbursements were not properly canceled.
2. None.
3. Six disbursements did not have evidence of receipt.
4. Check 1575 did not have an invoice.
5. Two expenditures did not have proper documentation.
6. One disbursements included the payment of invoices over 90 days past due.
7. Not applicable.
8. Check 1536 could not be determined if necessary and reasonable.
9. None.
10. Check 1536 could not be determined of allowable.

Our recommendations are as follows:

2013-3 Cancellation of invoices prevents duplicate payment. Twenty-five invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp PAID on all invoices that are paid.

Contact Person: Pat Sartin, Barry Sebren

2013-4 Six purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Every effort will be made to do a better job of providing receipt documentation. Employees will be instructed to sign and keep packing slips and turn them in to the placed with the invoices.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 We noted two instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Adequate documentation including an original invoice, evidence of receipt and approval will be maintained for all disbursements.

Contact Person: Pat Sartin, Barry Sebren

2013-6 One disbursement was paid more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: Every effort will be made to pay invoices in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-7 Check 1536 to Sanders for \$412.50 could not be determined if the expenditure was necessary, reasonable and allowable. All disbursements should have a school purpose and the purpose should be adequately documented and should be included as a part of the supporting documentation.

CORRECTIVE ACTION PLAN: Check 1536 was written to Sanders Farm Supply in Gilbert, Louisiana for fertilizer in order to maintain the athletic fields. We will do a more thorough job of documenting expenditures so that it will not be as questionable.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

| | |
|--------------------------------------|----------|
| Winnsboro State Bank & Trust Company | \$810.47 |
|--------------------------------------|----------|
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2013.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2013.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There were no outstanding checks over 90 days old at year-end.

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our 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. This step is not applicable to the Booster Club funds.
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 22, Summary of Findings, Observations and Recommendations.

FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Yearbook Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were six instances where monies were not deposited timely.
3. None.
4. There was not adequate documentation to support two deposits.

Our recommendations are as follows:

2013-1 We noted six of fifteen receipts where monies were not deposited timely. All money collected in excess of \$500 should be deposited daily. Carrying excess funds over from sessions places the booster club at a greater risk of lost or stolen funds. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: The booster club operates as a cash prize entity. A cash box must be maintained. When the box is over \$500, every attempt shall be made to deposit the excess in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-2 There were two instances where the deposits did not have adequate documentation. Check stubs should be kept to provide a trail of payments received. Session workers should also be instructed to complete all session forms and sign them to be included as a part of documentation.

CORRECTIVE ACTION PLAN: We will put policies in place to ensure that documentation is adequate for deposits. This information will be provided to the session workers to notify them of all policies and procedures.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 22

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-five of 25 disbursements were not properly canceled.
2. None.
3. Three disbursements did not have evidence of receipt.
4. None.
5. None.
6. Two disbursements were not made timely.
7. Not applicable.
8. None.
9. None.
10. None.

Our recommendations are as follows:

2013-3 Cancellation of invoices prevents duplicate payment. Twenty-five invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp PAID on all invoices that are paid.

Contact Person: Pat Sartin, Barry Sebren

2013-4 Three purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Every effort will be made to do a better job of providing receipt documentation. Employees will be instructed to sign and keep packing slips and turn them in to be placed with the invoices.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 22

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

EXPENDITURES, Continued

2013-5 Two disbursements were not made in a timely manner. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potentially large liability.

CORRECTIVE ACTION PLAN: Every effort will be made to pay invoices in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2013 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

| | |
|--------------------------------------|------------|
| Winnsboro State Bank & Trust Company | \$2,777.59 |
|--------------------------------------|------------|
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2013.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2013.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There were no outstanding checks over 90 days old at year-end.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 23

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

B. REVENUES

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

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

C. EXPENDITURES

We conducted our test of disbursements upon nine checks and sixteen debit card transactions selected on a random basis. Each disbursement 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. This step is not applicable to the Booster Club funds.
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 24, Summary of Findings, Observations and Recommendations.

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Concessions Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were five instances where monies were not deposited timely.
3. None.
4. There was not adequate documentation for one deposit.

We recommend the following:

2013-1 We noted five of fifteen receipts tested where monies were not deposited timely. All money collected in excess of \$500 should be deposited daily. Carrying excess funds over between sessions places the booster club at a greater risk of lost or stolen funds. Timely deposits help prevent the loss of funds and ensure accurate record keeping.

CORRECTIVE ACTION PLAN: The booster club operates as a cash prize entity. A cash box must be maintained. When the box is over \$500, every attempt shall be made to deposit the excess in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

2013-2 There was one instance where the deposit did not have adequate documentation. Check stubs should be kept to provide a trail of payments received. Session workers should also be instructed to complete all session forms and sign them to be included as a part of the documentation.

CORRECTIVE ACTION PLAN: We will put policies in place to ensure that documentation is adequate for deposits. This information will be provided to the session workers to notify them of all policies and procedures.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 24

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Nine of 25 disbursements were not properly canceled.
2. None.
3. One disbursement did not have evidence of receipt.
4. One disbursement did not agree with the invoice amount.
5. One expenditure did not have proper documentation.
6. None.
7. Not applicable.
8. Four disbursements included the payment of tax totaling \$25.23.
9. None.
10. None.

Our recommendations are as follows:

2013-3 Cancellation of invoices prevents duplicate payment. Nine invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp PAID on all invoices that are paid.

Contact Person: Pat Sartin, Barry Sebren

2013-4 One purchase was made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Every effort will be made to do a better job of providing receipt documentation. Employees will be instructed to sign and keep packing slips and turn them in to be placed with the invoices.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2013

EXPENDITURES, Continued

2013-5 We noted one instance where the disbursement was made without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Adequate documentation including an original invoice, evidence of receipt and approval will be maintained for all disbursements.

Contact Person: Pat Sartin, Barry Sebren

2013-6 Four disbursements included the payment of \$25.23 in sales tax. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: We will be careful as to avoid paying sales tax, especially locally. However, when we travel it is difficult to avoid paying sales tax out of state as they do not accept our tax form

Contact Person: Pat Sartin, Barry Sebren

2013-7 One disbursement did not agree with the invoice amount. All checks should be matched with the invoices and checked to ensure the payment amount is correct. Any reasons for differences should be adequately documented and included as part of the supporting documentation to provide an audit trail for disbursements.

CORRECTIVE ACTION PLAN: I will communicate this with the bookkeeper. I would have to look at the documents to analyze why this happened but we will carefully watch to ensure that payment amounts match the invoices.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

BASKIN SCHOOL

Revenues

- 2012-1 Timely deposit
Status: Resolved
- 2012-2 Dual control over receipts
Status: See finding 2013-1

Expenditures

- 2012-3 Cancellation of invoices
Status: See finding 2013-2
- 2012-4 Adequate supporting documentation
Status: See finding 2013-3
- 2012-5 Late payment of invoices
Status: Resolved
- 2012-6 Timely payment of invoices
Status: See finding 2013-4
- 2012-7 Payment of sales tax
Status: Resolved

CROWVILLE SCHOOL

Revenues

- 2012-2 Adequate documentation
Status: Resolved

Expenditures

- 2012-2 Evidence of receipt
Status: See finding 2013-4
- 2012-3 Payment of sales tax
Status: See finding 2013-5

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

FORT NECESSITY

Revenues

- 2012-1 Timely deposits
Status: See finding 2013-1
- 2012-2 Deposit less than collections
Status: Resolved
- 2012-3 Incomplete receipts
Status: Resolved

Expenditures

- 2012-4 Adequate documentation
Status: Resolved
- 2012-5 Late payment of invoices
Status: Resolved

FRANKLIN PARISH HIGH SCHOOL

Revenues

- 2012-1 Timely Deposits
Status: See finding 2013-1
- 2012-2 Dual control over receipts
Status: See finding 2013-2

Expenditures

- 2012-3 Evidence of receipt
Status: See finding 2013-4
- 2012-4 Adequate supporting documentation
Status: See finding 2013-6
- 2012-5 Late payment of invoices
Status: See finding 2013-7
- 2012-6 Invoice agreement
Status: See finding 2013-8
- 2012-7 Check missing from ledger
Status: Resolved

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

FRANKLIN PARISH HIGH SCHOOL

Expenditures, Continued

2012-8 Reimbursing gas
Status: Resolved

GILBERT JUNIOR HIGH

Revenues

2012-1 Timely deposits
Status: See finding 2013-1

2012-2 Deposit and collections different
Status: Resolved

2012-3 Adequate documentation
Status: Resolved

Expenditures

2012-4 Cancellation of invoices
Status: See finding 2013-3

2012-5 Adequate supporting documentation
Status: See finding 2013-4

2012-6 Evidence of receipt
Status: Resolved

2012-7 Payment of late fees
Status: Resolved

2012-8 Inappropriate signature on check
Status: Resolved

2012-9 Missing invoice
Status: See finding 2013-5

2012-10 Expenditure not necessary, reasonable, and allowable
Status: See finding 2013-6

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

H. G. WHITE LEARNING CENTER

Revenues

- 2012-1 Timely deposits
Status: Resolved
- 2012-2 Incorrect account posting
Status: Resolved

Expenditures

- 2012-3 Cancellation of invoices
Status: Resolved
- 2012-4 Expenditure not allowable
Status: Resolved
- 2012-5 Payment of late fees
Status: Resolved

WINNSBORO ELEMENTARY

Revenues

- 2012-1 Could not determine if receipts deposited
Status: Resolved
- 2012-2 Timely deposits
Status: Resolved
- 2012-3 Possible late deposits
Status: Resolved

Expenditures

- 2012-4 Cancellation of invoices
Status: See finding 2013-2
- 2012-5 Evidence of receipt
Status: See finding 2013-3
- 2012-6 Missing invoices
Status: See finding 2013-4
- 2012-7 Adequate documentation
Status: See finding 2013-5

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

WINNSBORO ELEMENTARY

Expenditures, Continued

- 2012-8 Possible late payments
 Status: See finding 2013-6
- 2012-9 Payment of late fees
 Status: Resolved
- 2012-10 Payment of sales tax
 Status: Resolved
- 2012-11 Missing vendor names on ledger
 Status: See finding 2013-7

FRANKLIN PARISH HIGH SCHOOL BASKETBALL BOOSTER CLUB

Revenues

- 2012-1 Timely deposits
 Status: See finding 2013-1

Expenditures

- 2012-2 Cancellation of invoices
 Status: See finding 2013-3
- 2012-3 Authorized signatures
 Status: Resolved
- 2012-4 Evidence of receipt
 Status: See finding 2013-4
- 2012-5 Adequate documentation
 Status: See finding 2013-5
- 2012-6 Late payment of invoices
 Status: See finding 2013-6
- 2012-7 Payment out of incorrect account
 Status: Resolved
- 2012-8 Expenditure not necessary, reasonable, and allowable
 Status: Resolved
- 2012-9 Payment of a fine
 Status: Resolved

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

FRANKLIN PARISH HIGH SCHOOL BASEBALL BOOSTER CLUB

Revenues

- 2012-1 Timely deposits
Status: See finding 2013-1
- 2012-2 Adequate documentation
Status: See finding 2013-2

Expenditures

- 2012-3 Missing documentation
Status: Resolved
- 2012-4 Cancellation of invoices
Status: See finding 2013-3
- 2012-5 Authorized signatures
Status: Resolved
- 2012-6 Evidence of receipt
Status: See finding 2013-4
- 2012-7 Adequate documentation
Status: See finding 2013-5
- 2012-8 Missing invoices
Status: Resolved
- 2012-9 Late payment of invoices
Status: See finding 2013-6
- 2012-10 Payment out of incorrect account
Status: Resolved
- 2012-11 Expenditure not necessary, reasonable and allowable
Status: Resolved
- 2012-12 Payment of late fees
Status: Resolved

FRANKLIN PARISH HIGH SCHOOL FOOTBALL BOOSTER CLUB

Revenues

- 2012-1 Timely deposits
Status: See finding 2013-1

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

FRANKLIN PARISH HIGH SCHOOL FOOTBALL BOOSTER CLUB

Expenditures

- 2012-2 Cancellation of invoices
Status: See finding 2013-3
- 2012-3 Authorized signatures
Status: Resolved
- 2012-4 Evidence of receipt
Status: See finding 2013-4
- 2012-5 Adequate documentation
Status: See finding 2013-5
- 2012-6 Late payment of invoices
Status: See finding 2013-6
- 2012-7 Payment of a fine
Status: Resolved
- 2012-8 Payment of sales tax
Status: See finding 2013-7

FRANKLIN PARISH HIGH SCHOOL YEARBOOK BOOSTER CLUB

Revenues

- 2012-1 Deposit less than collections
Status: Resolved
- 2012-2 Timely deposits
Status: See finding 2013-1
- 2012-3 Adequate documentation
Status: See finding 2013-2

Expenditures

- 2012-4 Cancellation of invoices
Status: See finding 2013-3
- 2012-5 Authorized signatures
Status: Resolved
- 2012-6 Evidence of receipt
Status: See finding 2013-4

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

STATUS OF PRIOR FINDINGS

June 30, 2013

FRANKLIN PARISH HIGH SCHOOL YEARBOOK BOOSTER CLUB

Expenditures, Continued

- 2012-7 Adequate documentation
Status: Resolved
- 2012-8 Late payment of invoices
Status: See finding 2013-5
- 2012-9 Payment out of incorrect account
Status: Resolved
- 2012-10 Expenditure not necessary, reasonable and allowable
Status: Resolved
- 2012-11 Payment of finance charges
Status: Resolved
- 2012-12 Payment of sales tax
Status: See finding 2013-6

FRANKLIN PARISH HIGH SCHOOL CONCESSIONS BOOSTER CLUB

Revenues

- 2012-1 Timely deposits
Status: See finding 2013-1

Expenditures

- 2012-2 Cancellation of invoices
Status: See finding 2013-3
- 2012-3 Authorized signatures
Status: Resolved
- 2012-4 Evidence of receipt
Status: See finding 2013-4
- 2012-5 Adequate documentation
Status: See finding 2013-5
- 2012-6 Payment out of incorrect account
Status: Resolved
- 2012-7 Purchase not allowable
Status: Resolved

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

STATUS OF PRIOR FINDINGS

June 30, 2013

FRANKLIN PARISH HIGH SCHOOL CONCESSIONS BOOSTER CLUB

Expenditures, Continued

2012-8 Payment of sales tax
 Status: See finding 2013-6