

**Parkrose School District  
 Parkrose High School  
 Testing of Student Body Funds  
 For the year ending June 30, 2014**

Objective:

To ensure that Student Body Funds are used appropriately and in compliance with District Student Body Fund guidelines.

**Bank Reconciliations**

Tests of Controls:

1. Was the reconciliation completed correctly?
2. Was the reconciliation completed timely (within a month of the statement date)?
3. Was the reconciliation reviewed timely?

Month	Tests		
	1	2	3
November	X	X	X
February	X	X	X
May	X	X	X

Conclusion: Bank reconciliations appear to be completed and reviewed in accordance with Student Body Fund Accounting policies.

**Receipts**

Tests of Controls:

1. Was a receipt issued for the individual transaction?
2. Was the money deposited timely (generally within a week)?
3. Trace the deposit to the bank.

Sampling Methodology:

Haphazard

Receipt #	Test		
	1	2	3
25681	X	X	X
26145	X	X	X
27488	X	X	X
27970	X	X	X
28406	X	X	X
28973	X	X	X
29486	X	X	X

Conclusion: Receipts appear to be issued and processed in accordance with District policies.

**Disbursements**

Tests of Controls:

1. Was the check request signed in accordance with District Student Body Fund Accounting Policies?
2. Was the correct general ledger account used?
3. Was the check signed in accordance with District Student Body Fund Accounting Policies?

Sampling Methodology:

Haphazard

Date	Payee	Check #	Amount	Test		
				1	2	3
13-Sep	Jones Welding Supply	14956	22.50	X	X	X
8-Nov	Guitar Center	15083	780.00	X	X	X
13-Jan	Illusionary Desings	15232	3,190.00	X	X	X
14-Feb	Oriental Trading Co.	15322	125.99	X	X	X
21-Feb	Rodda Paint	15337	49.81	X	X	X
11-Apr	American Red Cross	15482	594.00	X	X	X
16-May	Dawn Evans	15661	33.00	X	X	N1

N1: Check had not cleared the bank as of the time of testing.

Conclusion: The disbursement process appears to be working in accordance with District policy.