

**CENTENNIAL SCHOOL DISTRICT
STUDENT ACTIVITY FUNDS
MULTNOMAH COUNTY, OREGON**

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2024



12700 SW 72nd Ave.
Tigard, OR 97223

CENTENNIAL SCHOOL DISTRICT NO. 28JT

STUDENT ACTIVITY FUNDS

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2024

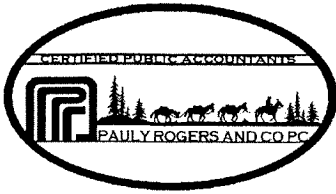
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CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON

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October 2, 2024

To the Board of Education
Centennial School District No. 28JT
Portland, Oregon

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures described below on the special-purpose cash basis financial statements of the Centennial School District Activity Funds as of June 30, 2024. Centennial School District's (District) management is responsible for the Centennial School District Activity Funds financial statements.

Centennial School District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in understanding the special-purpose cash basis financial statements of the Centennial School District Activity Funds as of June 30, 2024. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described below for all schools:

1. PROCEDURE: Select a random sample of disbursements during the fiscal year ended June 30, 2024, and test them for the following attributes:
 - Backup documentation was present to support the disbursement
 - The transaction was posted to the proper account in the general ledger
 - Documentation is present that the disbursement was properly approved
 - Cancelled checks are consistent with the recorded disbursement and contain proper signatures in accordance with the District's Activity Fund Policy
 - Checks were issued in numerical sequence and voided checks are accounted for
2. PROCEDURE: Select a sample of receipts from the fiscal year ended June 30, 2024, and test the receipts for the following attributes:
 - Monies collected were credited to the proper account
 - Monies collected were supported by a pre-numbered receipt copy issued at the same time monies were collected
 - Receipt copies were issued and accounted for in numerical sequence
 - Receipt copies that were issued for moneys received were deposited in the bank in a timely manner
3. PROCEDURE: Review bank reconciliations and bank statements for the fiscal year ended June 30, 2024, and perform the following procedures:
 - Trace bank balance on the reconciliation to the balance on the bank statement
 - Trace reconciled bank balance to the general ledger
 - Test the clerical accuracy of the reconciliations
 - Review two bank reconciliations throughout the year and ensure they are being completed and reviewed in a timely manner.

4. PROCEDURE: Review the internal control procedures manual and provide suggestions for improvement.

FINDINGS:

TRIAL BALANCE

1. Centennial High School, Centennial Middle School, Oliver Middle School

During our testing of the trial balance, we noted that the current year beginning fund balance did not agree with prior year ending fund balance. Additionally, current year ending fund balance did not agree with current year June 2024 bank reconciliations. We recommend making the correct adjustments in a timely manner to match prior year financials and current year bank statements and reconciliations.

2. Patrick Lynch, Meadows Elementary Schools, Centennial Middle School

During our review of trial balances, we noted that the schools provided us with general ledgers, check registers, and monthly trial balances in lieu of prepared financial statements. We recommend that all schools implement systems so that they can provide a trial balance and a balance sheet and income statement.

BANK RECONCILIATIONS

1. Parklane Elementary School

During our testing of bank reconciliations, we found two instances where the bank reconciliation appeared to not have been prepared or reviewed in a timely manner for the months of May and April. We recommend that the School prepare and review the bank reconciliations within 30-60 days of the statement date.

2. Parklane, Powell Butte Elementary Schools

During our testing of bank reconciliations, we found that the Powell Butte elementary school bank account was closed as of August 2023. This account was combined with the Parklane elementary school into one combined bank account. As a result of this combination, the bank activity from both schools are included in this combined bank account. We recommend segregating the activity of this combined bank account between the two schools.

RECEIPTS

1. Oliver Middle School, Patrick Lynch Elementary School

During our testing of receipts, we noted that the school was using receipt books that did not follow a numerical sequence. We recommend that the receipts be recorded in sequential order to improve internal control.

2. Oliver Middle School

During our review of receipts, we noted that the school was using three different receipt books to write receipts during the year. We recommend that the School use a single receipt book to improve internal controls.

DISBURSEMENTS

1. Patrick Lynch Elementary School, Oliver Middle School

During our testing of disbursements, we found that the schools were using check numbers that did not follow a numerical sequence. We recommend that the checks be written in sequential order to improve internal control.

2. Patrick Lynch Elementary School

During our testing of disbursements, we noted a gap in the sequencing of check numbers issued. We recommend that checks be issued in order to better enhance internal control.

We were engaged by Centennial School District to perform this engagement to apply agreed-upon procedures and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records of the Centennial School District Activity Funds as of June 30, 2024. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Centennial School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Centennial School District and is not intended to be and should not be used by anyone other than this specified party.



ROY R. ROGERS, CPA
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October 2, 2024

To the Board of Education
Centennial School District No. 28JT
Portland, Oregon

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Management is responsible for the accompanying special-purpose cash basis financial statements of the Student Activity Funds of the Centennial School District (District), which comprise the combined balance sheet - cash basis as of June 30, 2024, and the related combined statement of receipts, disbursements and cash balances for the year then ended, and related notes to the financial statements in accordance with the cash basis of accounting, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the special-purpose cash basis financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these special-purpose cash basis financial statements.

As discussed in Note 3, the special-purpose cash basis financial statements of the Centennial School District Activity Funds are intended to present the financial position and the changes in financial position of only the student activity funds and do not purport to, and do not, present fairly the financial position of the Centennial School District as of June 30, 2024, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

We draw attention to Note 1 of the special-purpose financial statements, which describes the basis of accounting. The special-purpose financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

ROY R. ROGERS, CPA
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CENTENNIAL SCHOOL DISTRICT NO. 28JT

STUDENT ACTIVITY FUNDS

FINANCIAL STATEMENTS

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CENTENNIAL SCHOOL DISTRICT

COMBINED BALANCE SHEET (CASH BASIS)

June 30, 2024

ASSETS

Cash on Deposit:

Centennial High School	
Checking	\$ 311,431
Certificates of Deposit	32,984
Total Centennial High School	<u>344,415</u>
Centennial Middle School	56,447
Oliver Middle School	4,612
Butler Creek Elementary School	10,829
Parklane Elementary School	14,155
Meadows Elementary School	9,204
Patrick Lynch Elementary School	13,769
Powell Butte Elementary School	1,584
Pleasant Valley Elementary School	7,670
Centennial Virtual Academy	1,208
Total Assets	<u><u>\$ 463,893</u></u>

FUND BALANCES

Fund Balance:

Centennial High School	\$ 344,415
Centennial Middle School	56,447
Oliver Middle School	4,612
Butler Creek Elementary School	10,829
Parklane Elementary School	14,155
Meadows Elementary School	9,204
Patrick Lynch Elementary School	13,769
Powell Butte Elementary School	1,584
Pleasant Valley Elementary School	7,670
Centennial Virtual Academy	1,208
Total Fund Balance	<u><u>\$ 463,893</u></u>

See Accompanying Notes and Independent Accountants' Compilation Report

CENTENNIAL SCHOOL DISTRICT

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS AND CASH BALANCES
For the Year Ended June 30, 2024

	Balance 7/1/2023	Receipts	Disbursements	Balance 6/30/2024
Centennial High School	\$ 390,604	\$ 323,972	\$ 370,161	\$ 344,415
Centennial Middle School	66,837	37,781	48,171	56,447
Oliver Middle School	5,394	5,748	6,530	4,612
Butler Creek Elementary School	14,763	8,580	12,514	10,829
Parklane Elementary School	17,718	4,465	8,028	14,155
Meadows Elementary School	7,376	5,668	3,840	9,204
Patrick Lynch Elementary School	17,523	3,758	7,512	13,769
Powell Butte Elementary School	1,146	1,052	614	1,584
Pleasant Valley Elementary School	10,417	3,587	6,334	7,670
Centennial Virtual Academy	1,208	-	-	1,208
	<u>\$ 532,986</u>	<u>\$ 394,611</u>	<u>\$ 463,704</u>	<u>\$ 463,893</u>

See Accompanying Notes and Independent Accountants' Compilation Report

CENTENNIAL SCHOOL DISTRICT NO. 28JT

STUDENT ACTIVITY FUNDS

NOTES TO THE FINANCIAL STATEMENTS

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CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON

ACTIVITY FUNDS
NOTES TO FINANCIAL STATEMENTS

1. ACCOUNTING METHOD

The cash method of accounting is used for all student activity funds. Under the cash method, receipts are recognized when cash is received and disbursements are recorded when they are actually paid. The basis of accounting described above is not in accordance with generally accepted accounting principles (GAAP) in the United States of America; however, it complies with legal requirements.

Under GAAP the financial statements require that revenues be recorded as they become susceptible to accrual (i.e. when they become measurable and available) and expenditures are recorded as goods and services are received instead of when obligated to pay. Management believes the cash basis of accounting is preferable for the student activity funds due to their lack of complexity.

2. DESCRIPTION OF FUNDS

Receipts of the various student activity funds are derived from academic, social, athletic, and cultural activities of the students. The funds are administered by the students and faculty of the local schools and are generally restricted for the specific purposes noted for each fund.

3. RELATED PARTY TRANSACTIONS

Centennial School District No. 28JT (the District) is a municipal corporation governed by an elected Board of Directors. Administration officials are approved by the Board. The daily functioning is under the supervision of the Superintendent-Clerk. The operations of the student activity funds are administrated by District staff, who direct what activities and events are participated in.

The activity funds only account for the above activities, and do not include all operations of Centennial School District No. 28JT. Therefore, the student activity fund statements are not intended to present fairly the financial position and results of operations of Centennial School District No. 28JT in conformity with generally accepted accounting principles in the United States of America. The activity funds are included as a special revenue fund in the Centennial School District No. 28JT basic financial statements, which include all operations of the District and can be found in a separately issued report.

4. CASH

Cash held by the bank for the High School activity fund includes \$316,018 in demand deposits and \$32,984 in various time certificates of deposit. The maturity dates, interest rates, and balances for time certificates of deposits are as follows:

<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Balance</u>
7/13/2025	0.05%	\$16,296
6/14/2025	0.05%	8,845
3/15/2025	0.05%	7,843
Total		<u><u>\$32,984</u></u>

See Independent Accountants' Compilation Report

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON

ACTIVITY FUNDS
NOTES TO FINANCIAL STATEMENTS

4. CASH (Continued)

The other schools held \$103,769 in demand deposits. Refer to the Centennial School District's notes to their basic financial statements for FDIC and collateral coverage available to protect these funds.

5. POWELL BUTTE ELEMENTARY

On August 2023, the school's bank account was closed and transferred into the District's bank account.

6. SUPPLY INVENTORIES

Inventories of supplies on hand at June 30, 2024 are valued at cost using the first in, first out method of accounting. Management believes there were no material inventories on hand at June 30, 2024.

7. COMMITMENTS & CONTINGENCIES

The COVID-19 outbreak in the United States has caused substantial disruption to business and local governments due to mandated and voluntary suspension of operations and stay at home orders. There is considerable uncertainty around the duration of the outbreak and the long-term impact to the overall economy. The ultimate impact on the activity fund finances is not determinable.

8. SUBSEQUENT EVENTS

Events have been evaluated for the year ended June 30, 2024 through October 2, 2024, the issuance date of these financial statements. No subsequent events were identified by management that require note disclosure.

See Independent Accountants' Compilation Report