

**Parkrose School District
 Prescott Elementary
 Testing of Student Body Funds
 For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
January	X	X	X
February	X	X	X
March	X	X	X

Conclusion: The timing of completion and review of bank reconciliation needs to be recorded.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Tests				
	1	2	3	4	5
843466	X	X	X	X	X
843471	X	X	X	X	X
843479	X	X	X	X	X
843485	X	X	X	X	X
843498	X	X	X	X	X

Conclusion: Receipts do not appear to be deposited timely in accordance with District policies.

Disbursements

Tests of Controls:

- 1. Disbursement was approved by P.O./check request.
- 2. Check was signed in accordance with District policy.
- 3. Invoices/supporting documentation was retained.
- 4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Tests			
				1	2	3	4
19-Feb	Follett School	1722	844.74	X	X	X	X
19-Feb	OMSI	1724	18.00	X	X	X	X
24-Jan	Kristie Burke	1720	9.00	X	X	X	X
3-Feb	Allie Penix	1721	35.96	X	X	X	X
21-Jan	Parkrose Scho	1719	4.25	X	X	X	X

Conclusion: The disbursement process is working in accordance with District policy.

**Parkrose School District
 Russell Elementary
 Testing of Student Body Funds
 For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
January	X	X	X
February	X	E1	N1
March	X	X	N1

N1 - Reconciliation had not been reviewed as of testing because it was completed at the time of testing.

E1 - Reconciliation was not completed timely.

Conclusion: The completion and review of bank reconciliation needs to be more timely.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Tests				
	1	2	3	4	5
749846	X	X	X	X	X
749850	X	X	X	X	X
749855	X	X	X	X	E1
749856	X	X	X	X	E1
749858	X	X	X	X	X

E1 - The receipts noted as included in the deposit do not total the deposit amount.

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

Disbursements

Tests of Controls:

- 1. Disbursement was approved by P.O./check request.
- 2. Check was signed in accordance with District policy.
- 3. Invoices/supporting documentation was retained.
- 4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Tests			
				1	2	3	4
13-Jan	PSD	2681	8.50	X	X	X	X
28-Jan	PSD	2685	17.00	E1	X	X	X
19-Feb	PSD	2687	29.75	E1	X	X	X
4-Mar	Red Boot Bran	2688	144.70	E1	X	X	X
20-Mar	Hannah Olson	2689	23.85	E1	N1	X	X

N1: Check has not cleared as of testing.

E1: Principal has not signed PO/check request due to PO not being completed until after transaction is complete.

Conclusion: The disbursement process is working in accordance with District policies other than the PO/Check requests need to be completed prior to the transaction taking place.

**Parkrose School District
 Sacramento Elementary
 Testing of Student Body Funds
 For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
January	X	X	X
February	X	X	X
March	X	X	N1

N1 - Reconciliation not reviewed as of testing.

Conclusion: Bank reconciliations appear to be completed in accordance with District Student Body Fund Accounting Policies.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Tests				
	1	2	3	4	5
292216	X	X	X	X	X
977804	X	X	X	X	X
978876	X	X	X	X	X
978955	X	X	X	X	X
978980	X	X	X	X	X

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

Disbursements

Tests of Controls:

- 1. Disbursement was approved by P.O./check request.
- 2. Check was signed in accordance with District policy.
- 3. Invoices/supporting documentation was retained.
- 4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Test			
				1	2	3	4
2-Feb	Lisa Anderson	746	95.31	X	X	E1	X
17-Feb	PSD	747	17.00	X	X	X	X
18-Feb	PSD	748	4.25	N/A	N1	N/A	N/A
23-Feb	Lisa Anderson	751	95.31	X	X	E1	X
17-Mar	Lisa Anderson	754	6.00	X	X	X	X

N1: Voided check properly retained.

E1 - Appears that Lisa was reimbursed twice for the same transaction - same invoice #, same amount, same items, same date, same transaction ID #.

Conclusion: The disbursement process is working in accordance with District policies.

**Parkrose School District
Shaver Elementary
Testing of Student Body Funds
For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
December	X	X	E2
January	X	X	E2
February	X	E1	E2

E1 - Reconciliation was not completed within 30 days of statement date

E2 - No evidence of the timing of the review.

Conclusion: Bank reconciliations are not completed correctly and the timing of completion and review needs to be improved.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Test				
	1	2	3	4	5
458455	X	X	X	E1	X
458456	X	X	X	E1	X
458457	X	X	X	E1	X
458458	X	X	X	E1	X
N/A					

E1 - Receipt not deposited timely

Conclusion: Receipts do not appear to be deposited timely\ in accordance with District policies.

Disbursements

Tests of Controls:

- 1. Disbursement was approved by P.O./check request.
- 2. Check was signed in accordance with District policy.
- 3. Invoices/supporting documentation was retained.
- 4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Test			
				1	2	3	4
27-Feb	PSD	1111	8.50	E1	N1	X	E2
1-Mar	PSD	1112	4.25	E3	N1	X	E2
18-Mar	PSD	1113	4.25	E3	N1	X	E2
18-Mar	MusikHaus	1115	1,000.00	X	N1	X	E2
19-Mar	PSD	1116	12.75	X	N1	X	E2

N1 - check has not cleared the bank as of testing

E1 - PO/check request was approved after check was issued.

E2 - This check was not recorded in the GL or electronic check register

E3 - PO/check request has not been approved/signed by principal.

Conclusion: The disbursement process is not working in accordance with District policy and needs to be monitored closely.

**Parkrose School District
Middle School
Testing of Student Body Funds
For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
January	X	X	E1
February	X	X	E1
March	X	X	N1

N1 - Reconciliation not reviewed as of testing.

E1 - no evidence of timing of review

Conclusion: Bank reconciliations appear to be completed in accordance with District Student Body Fund Accounting Policies.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Test				
	1	2	3	4	5
27222	X	X	X	X	X
27262	X	X	X	X	X
27312	X	X	N1	N1	N1
27328	X	X	X	X	X
27365	X	X	X	E1	X
27368	X	X	X	E1	X
27381	X	X	X	E1	X

N1 - Receipt was voided

E1 - Receipt not deposited timely.

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

Disbursements

Tests of Controls:

- 1. Disbursement was approved by P.O./check request.
- 2. Check was signed in accordance with District policy.
- 3. Invoices/supporting documentation was retained.
- 4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Test			
				1	2	3	4
7-Jan	TriMet	11230	140.00	X	X	X	X
4-Feb	PSD Transport	11240	238.89	X	X	X	X
11-Feb	PSD	11241	135.96	X	X	X	X
19-Feb	TriMet	11245	VOID	N/A	N1	N/A	X
25-Feb	Shyrell Padna	11247	20.00	X	X	X	X
4-Mar	TriMet	11249	196.00	X	X	X	X
4-Mar	PSD Transport	11250	1,038.28	X	X	X	X

N1 - Voided check properly retained and voided.

Conclusion: The disbursement process is working in accordance with District policy.

**Parkrose School District
High School
Testing of Student Body Funds
For the quarters ending March 31, 2015**

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. Reconciliation was completed correctly.
2. Reconciliation was completed timely (within 30 days of statement date).
3. The reconciliation was independently reviewed in a timely manner.

Month	Tests		
	1	2	3
December	X	X	X
January	X	X	X
February	X	X	X

Conclusion: Bank reconciliations appear to be completed in accordance with District Student Body Fund Accounting Policies.

Receipts

Tests of Controls:

1. Receipt was issued for an individual transaction.
2. The GL account was clearly marked on the receipt.
3. Able to trace receipt to specific deposit.
4. Money was deposited timely (generally within 1-2 weeks).
5. Trace the deposit to the bank.

Sampling Methodology:

Random

Receipt #	Test				
	1	2	3	4	5
32759	X	X	X	X	X
32808	X	X	X	X	X
32813	X	X	X	X	X
32893	X	X	X	X	X
32959	X	X	X	X	X
33027	X	X	X	X	X
33207	X	X	X	X	X
33224	X	X	X	X	X
33292	X	X	X	X	X

33335	X	X	X	N1	N1
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N1: Not deposited as of testing.

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

Disbursements

Tests of Controls:

1. Disbursement was approved by P.O./check request.
2. Check was signed in accordance with District policy.
3. Invoices/supporting documentation was retained.
4. Transaction recorded in General Ledger.

Sampling Methodology:

Random

Date	Payee	Check #	Amount	Test			
				1	2	3	4
28-Jan	Elmer's Restau	16317	151.06	X	X	E3	X
30-Jan	Patrick Smith	16328	180.00	X	X	X	X
30-Jan	Righteous Clo	16335	1,090.00	X	X	X	X
5-Feb	Oregon Thesp	16347	480.00	X	X	X	X
6-Mar	Amy Fylan	16439	39.50	X	N1	E2	X
6-Mar	Parkrose Scho	16447	626.49	X	N1	X	X
11-Mar	US Bank Cash	16450	190.00	X	N1	X	X
13-Mar	American San	16452	218.00	X	N1	X	X
20-Mar	JW Pepper & S	16477	521.76	X	N1	X	X
1-Apr	Shaver Eleme	16503	187.00	X	N1	E1	X

N1: Check has not cleared bank

E1: No invoice on hand, only an email that indicates to send a check to Shaver for that amount

E2: Personal items on receipt; receipt shows more than the reimbursed amount.

E3: The tip was greater than 15% (board policy limits tipping to 15%); coaches breakfast.

Conclusion: The disbursement process is working in accordance with District policy.