

Internal Audit Report



Management of School Activity Funds Monteleone Jr. High School September 15, 2026

Office of Internal Audit

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Summary

In accordance with the Internal Audit Plan, an audit was conducted on Monteleone Jr. High of School Activity Funds (Deposits and Disbursements) from July 1, 2025 – June 30, 2026. Based on the audit scope and the tests performed, we cannot provide reasonable assurance that controls are operating effectively or compliance with stated policies of the St. Tammany Parish School Board.

Our audit noted weaknesses over the following:

- Compliance with Banking Policy
- Internal Controls over Fund Collection
- Compliance with Grant/Donation Policy
- Internal Control over Fundraising
- Internal Controls over Safe Access

Background

This audit was initiated due to the change in personnel with a new bookkeeper. The last audit of this site was conducted in September 2024. Monteleone Jr. High (MOJH) is located in Mandeville, Louisiana and provides services to approximately 349 seventh through eighth grade students. The St. Tammany Parish School Board (STPSB) employs individuals to work at MOJH. The management structure of MOJH includes a Principal and one Assistant Principal with the bookkeeper reporting to the Principal. Public schools in Louisiana are supported primarily by state funding and local taxes. In addition to this funding, individual schools generate additional revenues from other sources such as fundraisers and other school activities. These revenues, known as Student Activity Funds, supplement the instructional program, contribute to the educational experiences of the students and benefit the general welfare of the school. The management of the Student Activity Funds is decentralized with oversight at the level of the Principal. Financial policies and procedures governing the management of the Student Activity Funds have been developed by STPSB and are updated annually and promulgated to all key school personnel.

Audit Scope and Objectives

The audit was conducted to assess the effectiveness of internal controls and compliance with school board policies found in the STPSB School Finance Handbook

(Administrative Guidelines/Best Practices for School Activity Funds Accounting). The objectives of the audit were to obtain and document an understanding of the internal controls and compliance with School Board policies sufficient to support a low assessed level of control risk over student activity funds.

Audit Methodology

The audit was planned to obtain sufficient, relevant, reliable evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. Internal audit believes the evidence obtained provides a reasonable basis for the findings and conclusions.

An understanding of significant internal controls within the audit objective and assessment of whether those controls were properly designed and operational was obtained. To assess the effectiveness of controls, the STPSB policies and procedures were relied on.

Audit methodology included reviewing a random sample of financial records of MOJH, and interviewing the school bookkeeper. Documents that were reviewed during testing included supporting documentation for a combined eighteen receipt and disbursement transactions. This documentation included but was not limited to invoices, receipts, bank records, purchase authorization forms, bank reconciliations, and bank statements.

Transaction total amounts tested for the period 7/1/2025 through 6/30/2026 were as follows:

- \$ 9,503 in receipts (21% of deposit population total)
- \$ 5,721 in disbursements (21% of disbursement population total)

Observations, Recommendations & Responses

Internal Audit tested and documented the details of the findings and recommendations to strengthen internal controls and compliance with the School Board's policies and procedures over Student Activity Funds.

Deposits Observations

1. Compliance with Banking Policy: MUNIS documentation requirements for deposits

One deposit tested (dated 6/15/26) did not have copies of the checks deposited attached in MUNIS. Photocopies were not available at the time of the audit. The STPSB policy requires that scanned copies of checks being deposited (or photocopies) should be kept as file copies and attached to the deposit transaction in MUNIS.

Recommendation:

Review deposit policy with new activity sponsors that are making deposits to ensure copies are kept for the bookkeeper to attach in MUNIS.

Management Response/Action Plan:

The school will review the banking and MUNIS documentation requirements with all new activity sponsors and any staff members responsible for collecting or depositing funds. Sponsors will be reminded that copies of all checks included in deposits must be retained and provided to the bookkeeper for attachment to the corresponding deposit transaction in MUNIS. The bookkeeper will review deposit documentation to ensure the required supporting documentation is attached and complete.

2. Internal Controls over Fund Collection

Two of the deposits tested included funds collected from ticket sales due to the poor cell service at the school's location. Per STPSB policy, GoFan is required to be used for ticket sales.

One deposit (dated 5/22/26) included checks dated from May 13th-May 18th submitted to the bookkeeper on 5/21/26. The STPSB policy requires that each individual, teacher, or sponsor collecting school funds should complete a two-part School Money Collection Form (on Moodle) for all funds received and deliver the funds to the secretary/ bookkeeper daily.

Recommendation:

The recommendation has been made that the school be equipped with guest wi-fi access and an internet booster so the school can be in compliance with STPSB policy.

The STPSB Fund Collection policy should be reviewed with all teachers/activity sponsors to ensure activity sponsors turn in funds the same day received.

Management Response/Action Plan:

The school will review the STPSB Fund Collection policy with all teachers and activity sponsors, with specific emphasis on the requirement that funds collected be submitted to the secretary/bookkeeper daily and that the School Money Collection Form be completed as required. Staff will also be reminded that GoFan is the required method for ticket sales.

To address the connectivity issue that contributed to the ticket-sales exception, the school will work with the appropriate district personnel to explore options for guest Wi-Fi access and/or an internet booster to support compliance with the GoFan requirement. Administration will monitor implementation of these procedures and reinforce expectations with staff as needed.

3. Compliance with Grant/Donation policy

One deposit tested that was for a grant (\$5,000 deposit dated 1/6/26), for Talented Art did not have the donor acknowledgement form completed. Per STPSB policy, once the grant is approved a donor acknowledgement form must be completed and sent to the Superintendent for approval. Once the Superintendent approves the donation, a copy of the form will be returned to the school.

Recommendation:

The bookkeeper should follow-up on all donations to ensure forms have been completed and subsequently attached to the deposit information in MUNIS.

Management Response/Action Plan:

The bookkeeper will review the required documentation for all grants and donations and follow up with the appropriate staff to ensure that donor acknowledgement forms are completed, submitted for the required approval, and returned to the school. Once approved documentation is received, the bookkeeper will ensure that the completed forms are attached to the applicable deposit information in MUNIS. Administration will reinforce the importance of completing all required grant and donation documentation prior to or in conjunction with processing the related funds.

Disbursements Observations

1. Internal Control over Fundraising

One disbursement (dated 3/18/26) for \$4,395 for hoodies to resell at a profit did not have a fundraiser form completed, approved, or reconciled. Per STPSB policy, Fundraiser Approval forms must be completed and approved through the principal, School Accounting department, and Assistant Superintendent. A Fundraiser Reconciliation form should be used during and after fundraising events. (Note: Effective FY27, Fundraiser Reconciliation Forms are required to be submitted to the School Accounting Department).

Recommendation:

Complete and submit fundraiser approval forms and reconciliation forms to comply with School Board policy.

Management Response/Action Plan:

The school will ensure that all fundraising activities receive the required approvals prior to implementation. Administration and activity sponsors will review the STPSB fundraising requirements, including completion and approval of Fundraiser Approval forms and completion of Fundraiser Reconciliation forms during and after each fundraising activity. The bookkeeper will maintain documentation to ensure required forms are completed and submitted in accordance with School Board policy, including the FY27 requirement to submit Fundraiser Reconciliation Forms to the School Accounting Department.

Other Observations

1. Internal Control over Safe Access

MOJH has recently had a change in personnel (new bookkeeper). Per STPSB policy, the safe combination should be changed whenever there is a change in personnel.

Recommendation:

Change the combination of the safe when someone who has the combination retires, transfers, or otherwise leaves the school site.

Management Response/Action Plan:

The safe combination will be changed following changes in personnel who have access to the combination, in accordance with STPSB policy. The school will establish a procedure to ensure that the safe combination is reviewed and changed promptly whenever an employee with knowledge of the combination retires, transfers, or otherwise leaves the school site.

Distribution List

Frank Jabbia, Superintendent
Terri Prevost, Chief Financial Officer
Jennifer Westcott, School Principal