

Internal Audit Report



Management of School Activity Funds

Pitcher Jr. High School

September 14, 2026

Office of Internal Audit

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Summary

In accordance with the Internal Audit Plan, an audit was conducted on Pitcher 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:

- Internal Controls over Fund Collection
- Compliance with Grant/Donation Policy
- Internal Control over Expenditures
- 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 August of 2023. Pitcher Jr. High (PJH) School is located in Covington, Louisiana and provides services to approximately 266 seventh and eighth grade students. The St. Tammany Parish School Board (STPSB) employs individuals to work at PJH. The management structure of PJH 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 and 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 PJH and interviewing the principal and school bookkeeper. Documents that were reviewed during testing included supporting documentation for a combined twenty-four 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:

- \$ 25,022 in receipts (67% of deposit population total)
- \$ 6,958 in disbursements (35% 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. Internal Control over Fund Collection

Money collection form was not completed with the names of students that funds were collected from (reference deposit dated 11/6/2025). Per STPSB policy regarding collection of funds, the receiver will list all names and amounts on the two-part School Money Collection Form.

Two of the deposits tested (dated 9/26/25 and 12/3/25) had funds that were collected the day prior to submitting the funds to the bookkeeper. 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.

Two of the deposits tested (dated 10/8/25 and 5/28/26) which totaled over \$1,000 were not deposited until the next day. Per STPSB policy, receipts should be deposited intact daily. If the total amount collected is less than \$1,000, the funds can be secured in the school safe until the total reaches \$1,000, or the last day before a holiday or weekend.

Recommendation:

Complete the money collection form with the names of students funds are collected from. A class roster can be attached to the money collection form with students highlighted and amounts collected indicated to expedite completing the form. The use of My Payments Plus is highly recommended, including for fundraising purposes to alleviate the administrative burden for teachers collecting funds.

The STPSB Fund Collection policy should be reviewed with all teachers/activity sponsors to turn in all funds collected to the bookkeeper the same day received. Additionally, deposits need to be made once the receipts total \$1,000.

Management Response/Action Plan:

Above suggestions, and ensuring all deposits over \$1,000 occur the day/night they were collected.

2. Compliance with Grant/Donation policy

Three deposits tested were for grants (deposits dated 9/26/25, fund 164 for \$3,447; 11/7/25, fund 098, \$2,000; and 12/10/2025 fund 098 for \$3,000) that did not have the donor acknowledgement forms 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:

Above suggested, and making sure all documentation is filled out completely and properly before approval.

Disbursements Observations

1. Internal Control over Expenditures

Pre-approvals for two items tested (check numbers 50356 and 50434) were dated after invoices. Per STPSB policy, all expenditures require the prior written approval of the Principal with “an amount not to exceed” provided on the Purchase Request Form.

Recommendation:

Review with faculty members making purchases to have the pre-approval completed before placing their orders. Ensure that purchase approval requests are completed prior to withdrawal requests. This provides the opportunity to confirm that related account funds are available to cover the expenditure, that the person requesting the expenditure is authorized to do so, and that the disbursement is in accordance with Louisiana R.S. 17:414.3(B)(3).

Management Response/Action Plan:

Suggestions above, and making sure myself and requestor don't sign the bottom portion of the forms until processing occurs.

Other Observations

1. Internal Control over Safe Access

PJH 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:

Safe combination changed.

Distribution List

Frank Jabbia, Superintendent
Terri Prevost, Chief Financial Officer
Brandon Frederick, School Principal