

**SCHOOL DISTRICT NUMBER 56
CARTER
CHOUTEAU COUNTY**

FORT BENTON, MONTANA

**REPORT ON AGREED - UPON PROCEDURES
as of
JUNE 30, 2014**

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Douglas Wilson & Company, P.C.

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Douglas **WILSON**
and Company, PC

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School District Number 56 Carter
Chouteau County
Fort Benton, Montana

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED - UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by School District Number 56 Carter, Chouteau County, Fort Benton, Montana, and the State of Montana, solely to perform a financial review of the School District as of and for the year ended June 30, 2014, as required by Section 2-7-503, MCA. The School District's management is responsible for the financial statements, compliance with the specified requirements and internal control over compliance with those requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the State of Montana, as required by Section 2-7-503, MCA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

- a. We reconciled the District's cash fund balances as reported on the Trustees Financial Summary (See Schedule A) with the records of the County Treasurer, or bank accounts, if applicable.

We found no exceptions as a result of these reconciliation procedures.

- b. We examined the July 2014 disbursements journals and expenditures made in that month to determine if payables as recorded at June 30, 2014, (See Schedule A) were fairly stated.

We found no exceptions in the recording of payables as a result of these procedures.

- c. We determined whether the District maintained records of capital assets and had documentation to support the records.

We found no exceptions as a result of these procedures.

- d. We compared budgeted property tax revenues to actual property tax revenues for each budgeted fund; noted any variances in excess of 5% or \$500, whichever is greater; and determined the reasons for such variances.

We found no exceptions as a result of this procedure.

- e. We reconciled total District revenues and expenditures (See Schedule B) to total cash receipts and disbursements for the district as reported by the County Treasurer.

Findings resulting from these procedures are disclosed in finding number 1 in Schedule D.

- f. We observed whether:

- The District maintained accounting records, including a disbursement ledger.
- The expenditures, including payroll, are supported by appropriate documentation and coded correctly.
- The District maintained minutes of School Board meetings and whether they contain detailed statements of expenditures.
- The District maintained pupil attendance records.
- The District reconciled monthly with the reports of the county treasurer.
- The District maintains payroll records including a payroll register for each employee.
- The District reconciled its federal and state payroll reports to the annual wage and tax statements submitted to the Social Security Administration.
- The District reconciled the total cash in the Miscellaneous Programs fund with the individual projects within the fund.
- The District reconciled the student activity fund individual accounts with the total cash in the Student Extracurricular fund.

Findings resulting from these procedures are disclosed in finding number 1 in Schedule D.

- g. We reconciled the enrollment as reported on the Fall, Winter, and Spring enrollment reports to the school district's enrollment records (See Schedule C).

We found no exceptions as a result of this procedure.

- h. We verified that total expenditures for each budgeted fund did not exceed the budgeted expenditures for the fund.

Total expenditures for each budgeted fund did not exceed the budgeted expenditures for the fund.

Accompanying are the following schedules:

- Schedule A presents the District's assets, liabilities and fund equity, by fund, as of June 30, 2014.
- Schedule B presents the District's beginning fund equity, the total revenues and other financing sources, the total expenditures and other financing uses, prior period adjustments, and the ending fund equity for each fund for the year ended June 30, 2014.
- Schedule C presents the District's enrollment as reported on the Fall, Winter, and Spring pupil attendance reports.
- Schedule D presents findings and recommendations resulting from performing the above agreed-upon procedures.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the specified accounts and transactions, or on compliance or effectiveness of internal control over compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of School District Number 56 Carter, Chouteau County, Fort Benton, Montana, and the State of Montana, and is not intended to be and should not be used by anyone other than the specified parties.



Great Falls, Montana
June 30, 2015

SCHOOL DISTRICT NUMBER 56
CARTER - CHOUTEAU COUNTY

FORT BENTON, MONTANA

SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE - ALL FUNDS
AS OF JUNE 30, 2014

	General Fund	Transportation Fund	Retirement Fund	Miscellaneous Programs Fund	Lease Rental Fund	Technology Fund	TOTALS 6/30/14
Assets:							
Current Assets:							
Equity in Pooled Cash and Investments	\$ 17,799	\$ 4,399	\$ 3,731	\$ 1,814	\$ 459	\$ 7	\$ 28,209
Taxes Receivable	578	-	-	-	-	-	578
Total Assets	<u>\$ 18,377</u>	<u>\$ 4,399</u>	<u>\$ 3,731</u>	<u>\$ 1,814</u>	<u>\$ 459</u>	<u>\$ 7</u>	<u>\$ 28,787</u>
Deferred Inflows of Resources:							
Unavailable Tax Revenue	\$ 578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578
Total Deferred Inflows of Resources	<u>578</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>578</u>
Fund Equity:							
Fund Balances:							
Restricted for:							
Instruction	-	-	-	1,814	-	7	1,821
Transportation	-	4,399	-	-	-	-	4,399
Retirement	-	-	3,731	-	-	-	3,731
School Administration	-	-	-	-	459	-	459
Unassigned	17,799	-	-	-	-	-	17,799
Total Fund Equity	<u>17,799</u>	<u>4,399</u>	<u>3,731</u>	<u>1,814</u>	<u>459</u>	<u>7</u>	<u>28,209</u>
Total Liabilities and Fund Equity	<u>\$ 18,377</u>	<u>\$ 4,399</u>	<u>\$ 3,731</u>	<u>\$ 1,814</u>	<u>\$ 459</u>	<u>\$ 7</u>	<u>\$ 28,787</u>

Schedule B

SCHOOL DISTRICT NUMBER 56
CARTER-CHOUTEAU COUNTY

FORT BENTON, MONTANA

SCHEDULE OF CHANGES IN FUND BALANCE-ALL FUNDS BUDGETARY BASIS OF ACCOUNTING
FOR THE YEAR ENDED JUNE 30, 2014

	General Fund	Transportation Fund	Retirement Fund	Miscellaneous Programs Fund	Lease Rental Fund	Technology Fund	TOTALS 6/30/14
Fund Balances, July 01, 2013	\$ 15,606	\$ 4,394	\$ 3,932	\$ (1,397)	\$ 458	\$ -	\$ 22,993
Total Revenues and Other Financing Sources	83,743	707	7,860	16,968	1	167	109,446
Total Expenditures and Other Financing Uses	81,550	702	8,061	13,757	-	160	104,230
Fund Balances, June 30, 2014	<u>\$ 17,799</u>	<u>\$ 4,399</u>	<u>\$ 3,731</u>	<u>\$ 1,814</u>	<u>\$ 459</u>	<u>\$ 7</u>	<u>\$ 28,209</u>

SCHOOL DISTRICT NUMBER 56
CARTER - CHOUTEAU COUNTY

FORT BENTON, MONTANA

SCHEDULE OF SCHOOL DISTRICT ENROLLMENT
PER FALL, WINTER, AND SPRING ENROLLMENT REPORTS AND DISTRICT RECORDS
FOR THE YEAR ENDED JUNE 30, 2014

	<u>Per Report Filed With OPI</u>	<u>Per District Enrollment Records</u>	<u>Difference</u>
School District Enrollment - Fall Report	8	8	0
School District Enrollment - Winter Report	8	8	0
School District Enrollment - Spring Report	7	7	0

**SCHOOL DISTRICT NUMBER 56
CARTER - CHOUTEAU COUNTY**

FORT BENTON, MONTANA

**REPORT OF FINDINGS AND RECOMMENDATIONS
RESULTING FROM PERFORMING AGREED - UPON PROCEDURES
JUNE 30, 2014**

Finding Number 1

Clerk prepares an "Audit Sheet" which provides the budget total by expenditure and actual expenditures and the unexpended balance. These figures come from the QuickBooks disbursements journal which is adequate. However, the total general fund expenditures per the "Audit Sheet" and the monthly County Treasurer statements of \$81,752, does not equal the amount of expenditures per the Trustees' Financial Summary of \$81,550, for a difference of \$202.

We recommend that the total expenditures agree per the "Audit Sheet" and the County Treasurer monthly statements to the Trustees' Financial Summary.