

**PEARL RIVER COUNTY SCHOOL DISTRICT
NARRATIVE FOR SIGNIFICANT AUDIT AREAS
FYE 6/30/2022**

AUDIT AREAS ADDRESSED:

Cash and Other Deposits
Receivables
Revenue/Receipts

Narrative:

1. The Receptionist opens the mail and makes a copy of all checks received. Copies are filed in the manual control journal.
2. Checks are distributed to the proper location for processing.
3. Bookkeeper prepares deposits and receipts into the correct bank account receipt book.
4. The Payroll Clerk takes the deposit to the bank in a locked bank bag.
5. The Account Payable clerk enters the receipts into Marathon.
6. Deposits are reconciled to the bank statements by the CFO.
7. Receivables are prepared and entered by the CFO using general journal entries.
8. The District uses pre-numbered receipt warrants and bound copies are maintained on file.
9. School Cafeteria:
The school cafeteria cashiers collect all monies and close out the cash register. The cafeteria manager then recounts the cash and takes the money to the central office. A report is turned into the food service office daily. At the end of the month the food service office turns in a report to the central office. Receipts are recorded by general journal entry by the CFO after review of receipts and deposit slips.
10. The District uses pre-numbered receive warrants and bound copies are maintained on file.

Audit Trial:

Log of cash/checks received
Receive warrants
Deposit slips
Bank statements

Computer Audit Trial:

Cash Receipts Journal
General Journal
Monthly General Ledger
Trail Balance