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# CITIZENS SUMMARY

## Findings in the audit of Waynesville R-VI School District Cash Handling Internal Controls

Background	On March 21, 2016, the Waynesville R-VI Board of Education requested the State Auditor's Office review the district's internal controls over cash handling processes. The State Auditor's Office reviewed cash handling internal controls at collection points in schools and departments throughout the Waynesville R-VI School District (district), in addition to controls in the Athletic Department and school stores. Food service cash handling internal controls were not reviewed because they had already been reviewed by other auditors.
Districtwide Policies and Procedures	The district does not have comprehensive cash handling policies and procedures. Written policies and procedures only address petty cash funds. Cash handling procedures varied significantly by location, and only one school developed guidance for staff.
Waynesville Career Center	Significant improvements are needed in the career center's cash handling internal controls and procedures. The career center has not adequately segregated the duties of receiving, recording, and depositing or transmitting monies in the main office, and documented supervisory or independent reviews of the accounting records are not performed. Program personnel do not always provide supporting documentation with transmitted monies and an independent review of the receipts is not always performed to ensure all monies are received. Prenumbered receipt slips are not always issued and receipt slips issued do not always indicate the method of payment, checks are not always restrictively endorsed immediately when received, and receipts are not always transmitted or deposited timely and intact. The career center also does not follow the district's petty cash procedures.
Athletic Department	Significant improvements are needed in the athletic department's cash handling internal controls and procedures. The athletic department does not issue prenumbered receipt slips, a supervisory or independent review to ensure monies received are deposited is not performed, and receipts are not always deposited intact. Tickets are not issued to attendees of district athletic events and the district uses no other method to track attendance. As a result, the athletic department cannot verify the propriety of collection amounts for comparison to deposits. The athletic department also does not follow the district's petty cash procedures and does not ensure petty cash is used for allowable purposes.
School Stores	School store internal controls need improvement. There are no sales records utilized to track collections. As a result, no reconciliation of receipts to transmittals or deposits can be performed. Neither store sponsors nor student workers maintain perpetual inventory records, conduct periodic physical inventory counts, or reconcile inventory to merchandise sales and purchases.
Waynesville High School	Significant improvements are needed in the high school's cash handling internal controls and procedures. The high school has not adequately segregated the duties of receiving, recording, and depositing or transmitting monies, and documented supervisory or independent reviews of the accounting records are not performed. Prenumbered receipt slips are not always issued, activity sponsors do not always submit supporting documentation with monies transmitted, receipt slips do not always indicate the method of payment, checks are not always restrictively endorsed

immediately when received, and receipts are not always transmitted or deposited timely and intact. The high school also does not follow the district's petty cash procedures.

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Waynesville Middle School  
and the Sixth Grade Center

Significant improvements are needed in cash handling internal controls and procedures at the Waynesville Middle School and Sixth Grade Center. The middle school and Sixth Grade Center have not adequately segregated the duties of receiving, recording, and depositing or transmitting monies, and documented supervisory or independent reviews of the accounting records are not performed. Prenumbered receipt slips are not always issued, activity sponsors do not always submit supporting documentation with monies transmitted, receipt slips do not always indicate the method of payment, checks are not always restrictively endorsed immediately when received, and receipts are not always transmitted or deposited timely and intact. The middle school and Sixth Grade Center also do not follow the district's petty cash procedures and the Sixth Grade Center does not ensure petty cash is used for allowable purposes.

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Elementary Schools

Significant improvements are needed in the cash handling internal controls and procedures at the district's 5 elementary schools. The elementary schools have not adequately segregated the duties of receiving, recording, and depositing or transmitting monies, and documented supervisory or independent reviews of the accounting records are not performed. Prenumbered receipt slips are not always issued, activity sponsors do not always submit supporting documentation with monies transmitted, checks are not always restrictively endorsed immediately when received, and receipts are not always deposited timely and intact. The elementary schools also do not follow the district's petty cash procedures and do not ensure petty cash is used for allowable purposes.

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Williams Early Childhood  
Center

Significant improvements are needed in the cash handling internal controls and procedures at the Williams Early Childhood Center, the pre-kindergarten portion of an elementary school located on the Fort Leonard Wood military base. The center has not adequately segregated the duties of receiving, recording, and depositing or transmitting monies, and documented supervisory or independent reviews of the accounting records are not performed. Prenumbered receipt slips are not issued and checks are not always restrictively endorsed immediately when received. The center also does not follow the district's petty cash procedures.

Because of the nature of this report, no overall rating is provided.
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