



Fairfax County
PUBLIC SCHOOLS

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FY 2022 – 2024 LSAF AUDIT RESULTS

Year-Over-Year Comparison

November 18, 2024

Prepared by Office of Auditor General (OAG)

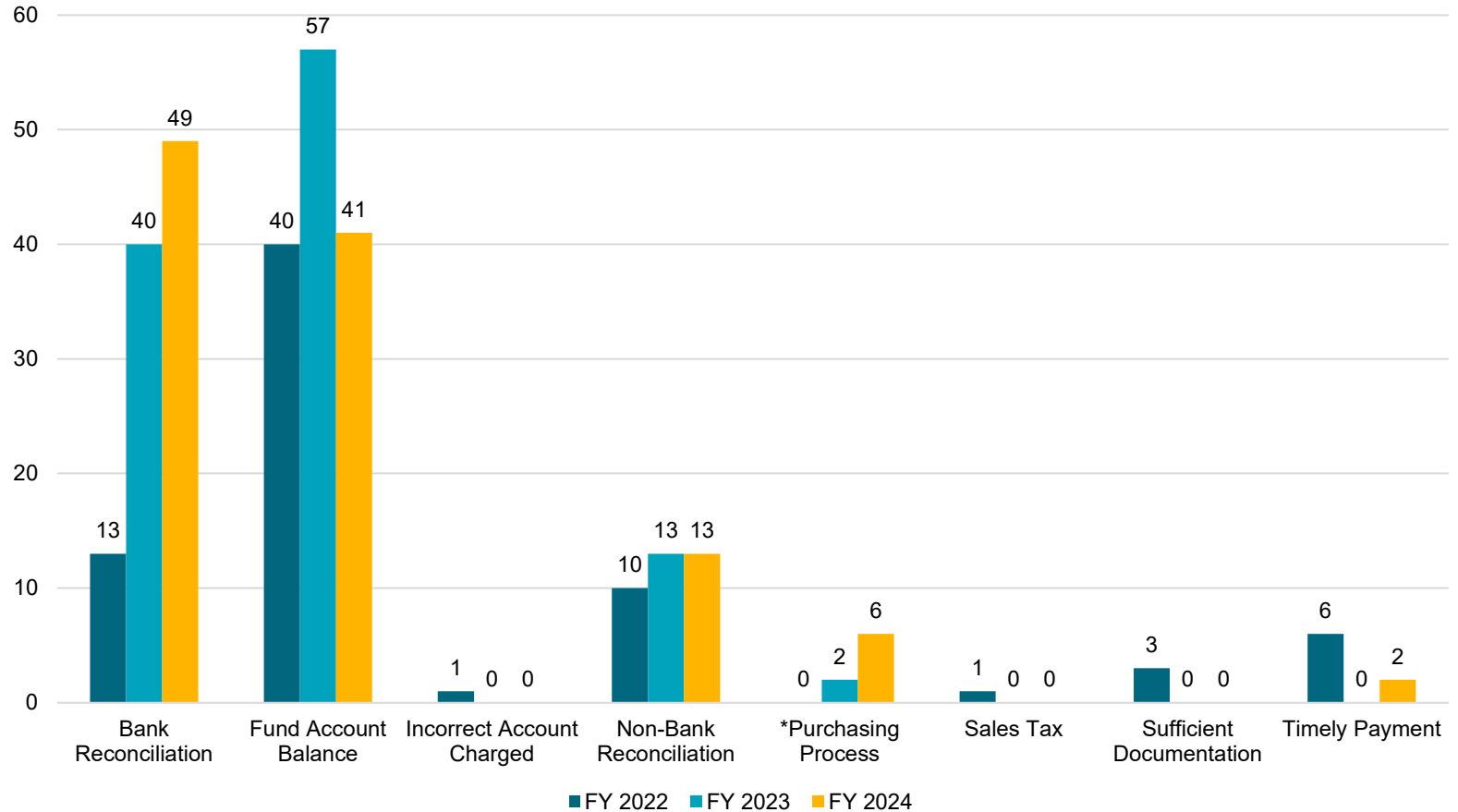
Local School Activity Funds (LSAF) Overview

- Non-appropriated funding, derived from extracurricular school activities. Sources:
 - Fees and dues (class, clubs, athletic teams, out of county tuition, student parking, vandalism)
 - Sales (some vending profits, fundraising, academy services, yearbook sales, gate receipts, commissions)
 - Donations
- There were 204 sites with LSAF in Fiscal Year (FY) 2022, 203 sites in FY 2023, and 202 sites in FY 2024.
- This presentation was prepared at the request of the Audit Committee at the October 2024 meeting.

LSAF Process Areas

- Accounting Procedures
 - LSAF accounting system, monthly bank reconciliation, procurement card purchasing, and monthly procurement card reconciliation.
- Cash Disbursements
 - Payment of money in the form of a check to settle obligations.
- Cash Receipts
 - Collection of money in the form of cash, check, and electronic transfer from internal and external sources.

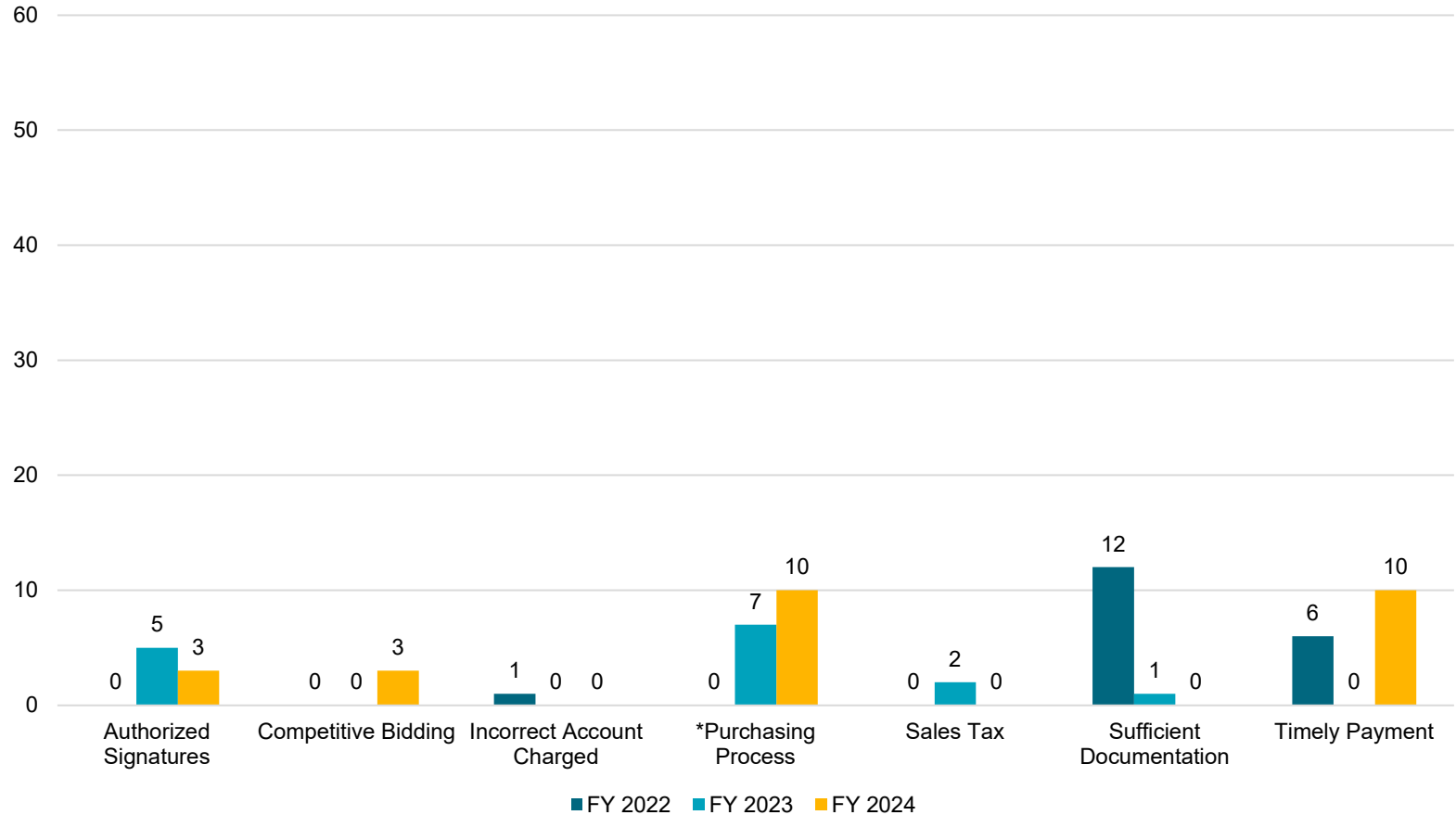
LSAF Accounting Procedures Results



*Added as a category in FY 2023 to distinguish purchases made incorrectly from purchases missing required support (Sufficient Documentation).

Refer to **Appendix A** for description of exceptions noted in the graph.

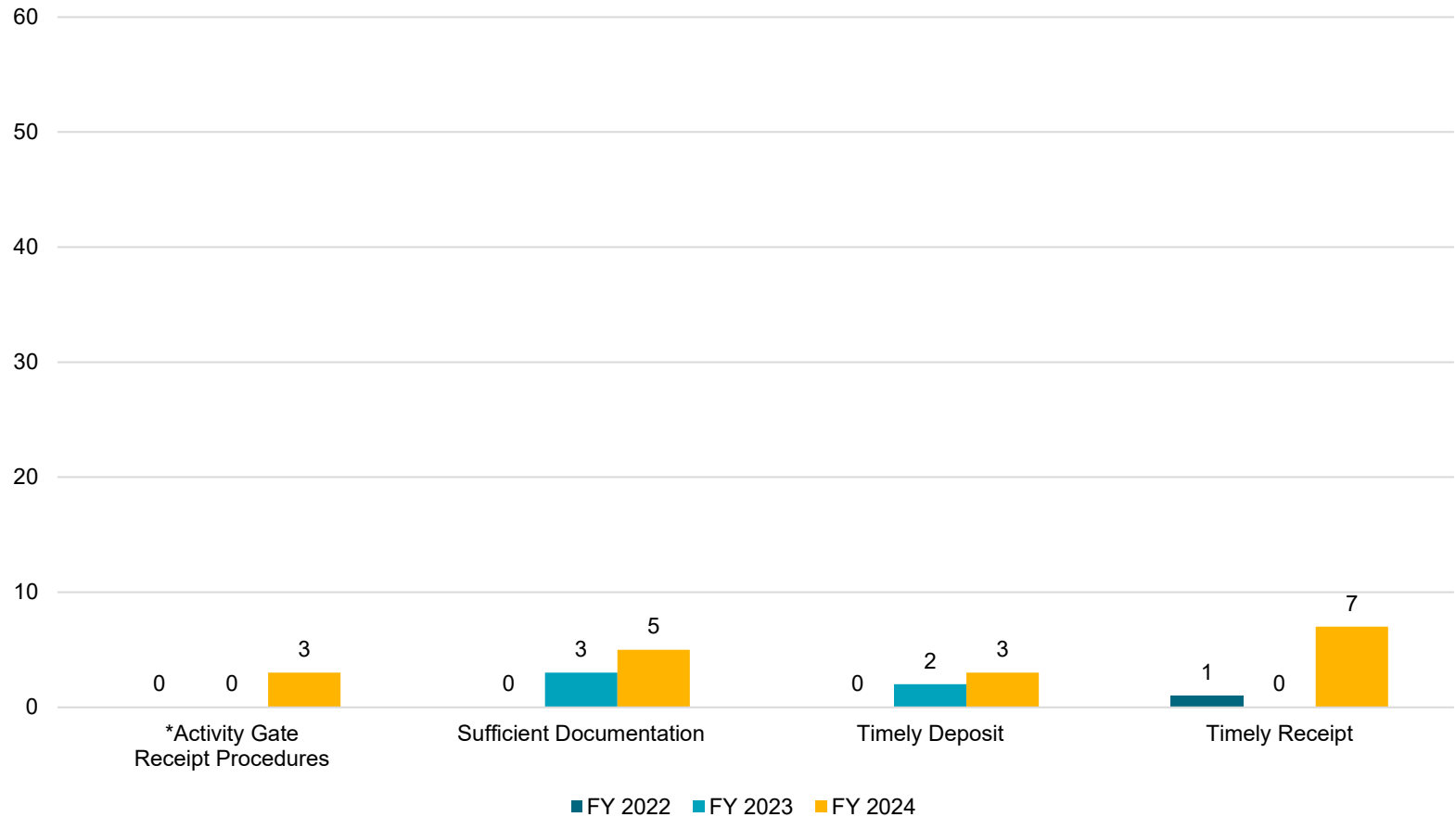
LSAF Cash Disbursements Results



*Added as a category in FY 2023 to distinguish purchases made incorrectly from purchases missing required support (Sufficient Documentation).

Refer to **Appendix A** for description of exceptions noted in the graph.

LSAF Cash Receipts Results



*Activity gate inspections were added to testing procedures in FY 2024.

Refer to **Appendix A** for description of exceptions noted in the graph.

Audit Reports

For more information and context, please refer to the reports in their entirety:

- [FCPS Audit Report: 22-1004 – Local School Activity Funds for Year Ending June 30, 2022](#)
- [FCPS Audit Report: 23-1004 – Local School Activity Funds for Year Ending June 30, 2023](#)
- [FCPS Audit Report: 24-1005 – Local School Activity Funds for Year Ending June 30, 2024](#)



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Appendix A – Descriptions of Exceptions

Accounting Procedures	
Type	Description
Bank Reconciliation	<ul style="list-style-type: none"> • Bank reconciliation reports were not consistently signed and/or dated. • Bank reconciliation reports were signed and dated after the due date set by Financial Services. • The adjusted book balance did not agree to the amount on the summary trial balance. • Deposits were outstanding at the end of the month for longer than five business days. • Adjustments were incorrectly posted.
Fund Account Balance	• Individual activity fund accounts held deficit balances at year-end which were not represented on the year-end reports.
Incorrect Account Charged	• Procurement card purchases were not charged to the proper activity fund account.
Non-Bank Reconciliation	<ul style="list-style-type: none"> • Procurement card statements were not reconciled in a timely manner. • Procurement card statements were not consistently signed and/or dated during reconciliation.
Purchasing Process	• Procurement card purchases were not adequately pre-approved or were not in alignment with requirements.
Sales Tax	• Sales tax was paid for procurement card purchases that qualified for tax exemption.
Sufficient Documentation	• Purchase orders, invoices, receipts, and/or other documentation to support a procurement card purchase were not maintained or were inadequate.
Timely Payment	• Invoices were not paid in a timely manner.
Cash Disbursements	
Type	Description
Authorized Signatures	<ul style="list-style-type: none"> • Cash disbursements were co-signed by the individual that the check was made payable to. • Cash disbursements were issued without dual signatures.
Competitive Bidding	• Purchases over \$10,000 were not made using established contracts and the required four quotations were not obtained.
Incorrect Account Charged	• Change fund disbursement was not charged to the proper activity fund account.
Purchasing Process	• Disbursements were not adequately pre-approved.
Sales Tax	• Reimbursement checks to Fairfax County Public Schools employees included sales tax.
Sufficient Documentation	• Purchase orders, invoices, receipts, and/or other documentation to support a disbursement were not maintained or were inadequate.
Timely Payment	• Invoices were not paid in a timely manner.
Cash Receipts	
Type	Description
Activity Gate Receipt Procedures	<ul style="list-style-type: none"> • Cash gate sales were not properly recorded in the etix system or using physical tickets and required forms. • Cash gate sales were not properly reconciled.
Sufficient Documentation	• School Finance Deposit Slips for cash receipts were not accurately and/or adequately completed.
Timely Deposit	• Funds were not deposited in a timely manner after being received by the finance office.
Timely Receipt	• Funds were not turned into and/or received by the finance office in a timely manner.