



**Fairfax County**  
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# **FY 2023 – 2025 LSAF AUDIT RESULTS**

Year-Over-Year Comparison

November 17, 2025

Prepared by Office of Auditor General (OAG)

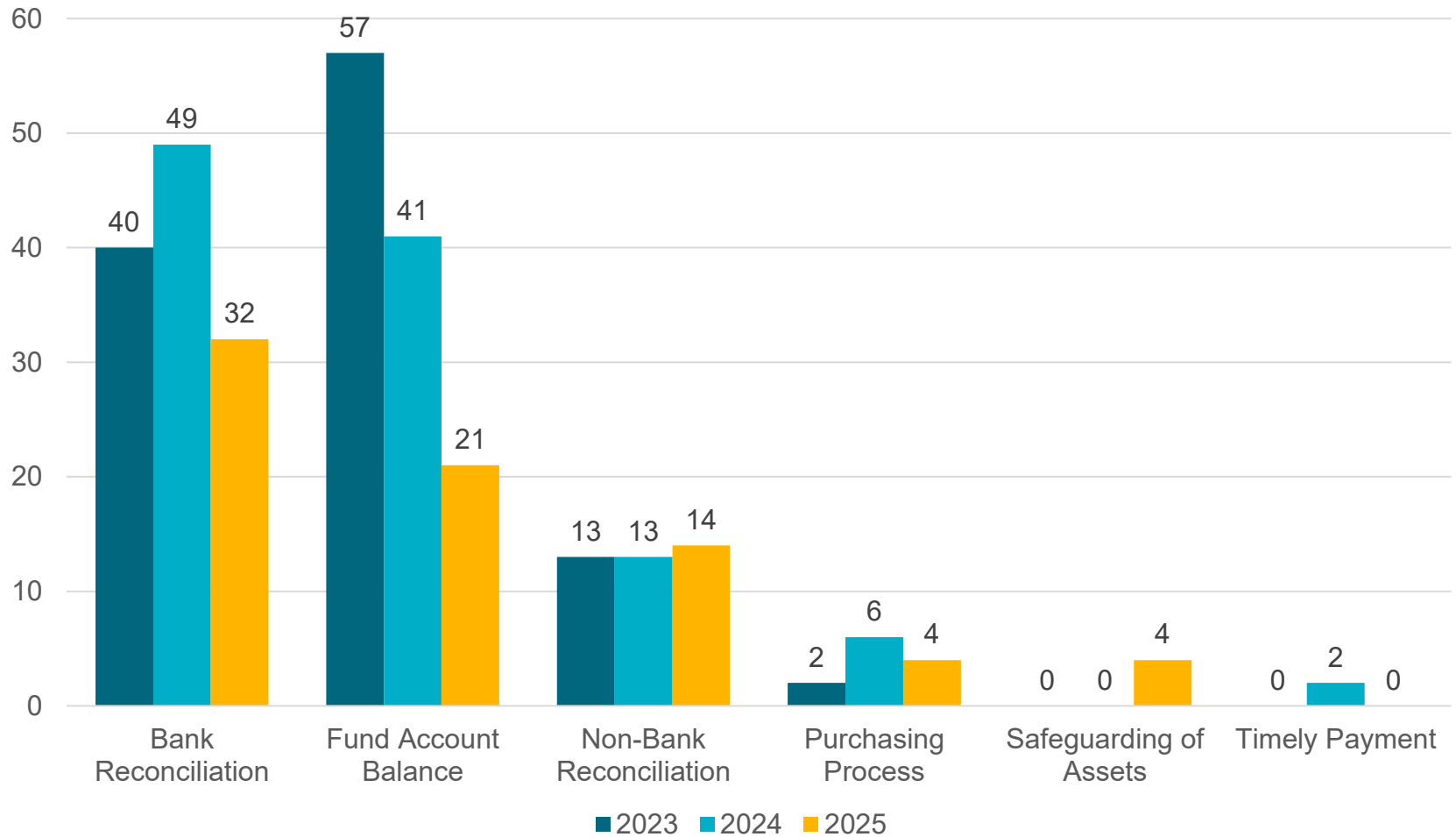
# Local School Activity Funds (LSAF) Overview

- The sources of LSAF include the following:
  - Fees and dues (classes, clubs, athletic teams, out of county tuition, student parking, vandalism)
  - Sales (vending profits, fundraising, academy services, yearbook sales, gate receipts, commissions)
  - Donations
- There were 203 sites with LSAF in Fiscal Year (FY) 2023, and 202 sites in FY 2024 and FY 2025.

# LSAF Process Areas

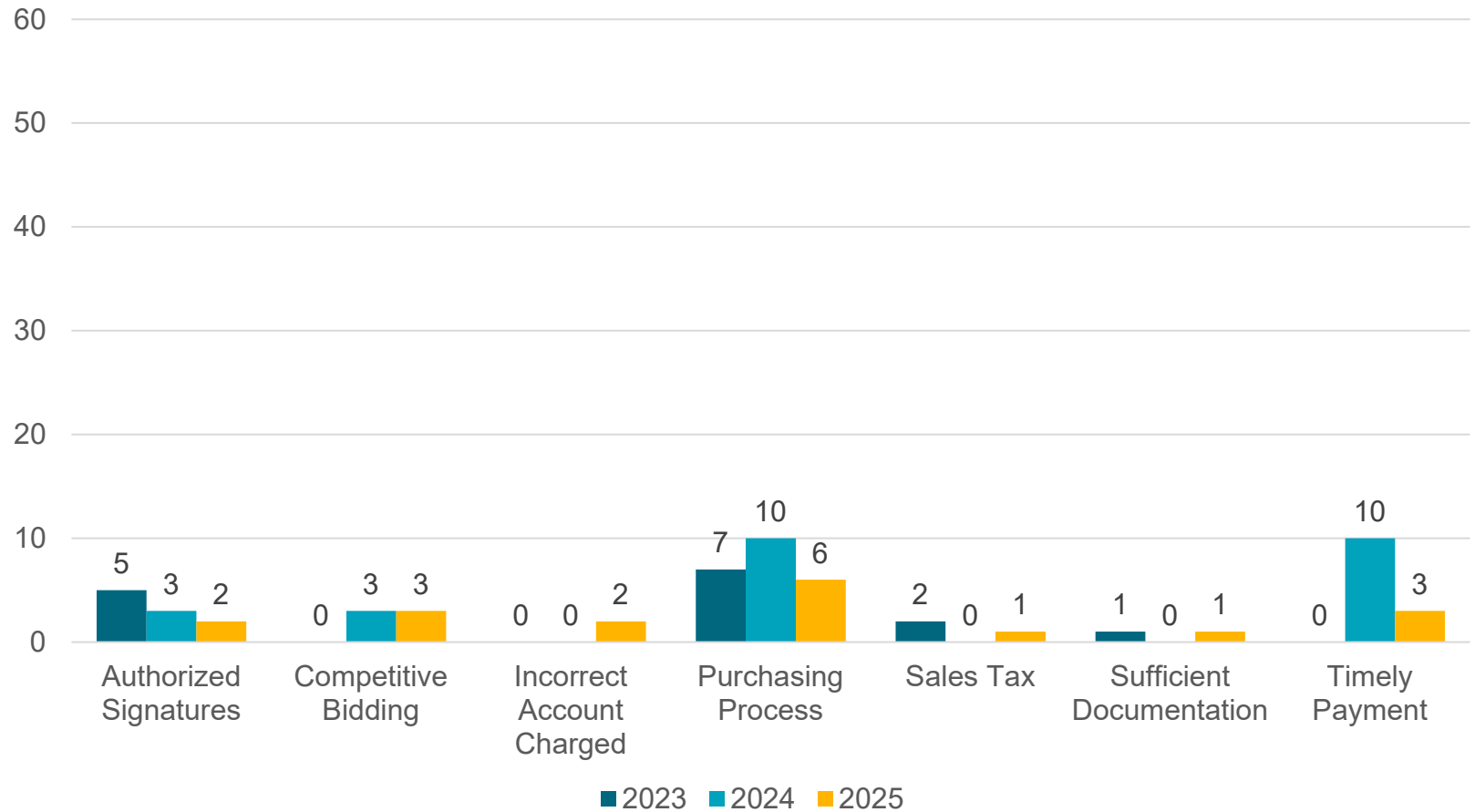
- Accounting Procedures
  - LSAF accounting system, monthly bank reconciliation, procurement card purchasing, and monthly procurement card reconciliation.
- Cash Disbursements
  - Payment of money in the form of a check to settle obligations.
- Cash Receipts
  - Collection of money in the form of cash,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

# LSAF Accounting Procedures Results



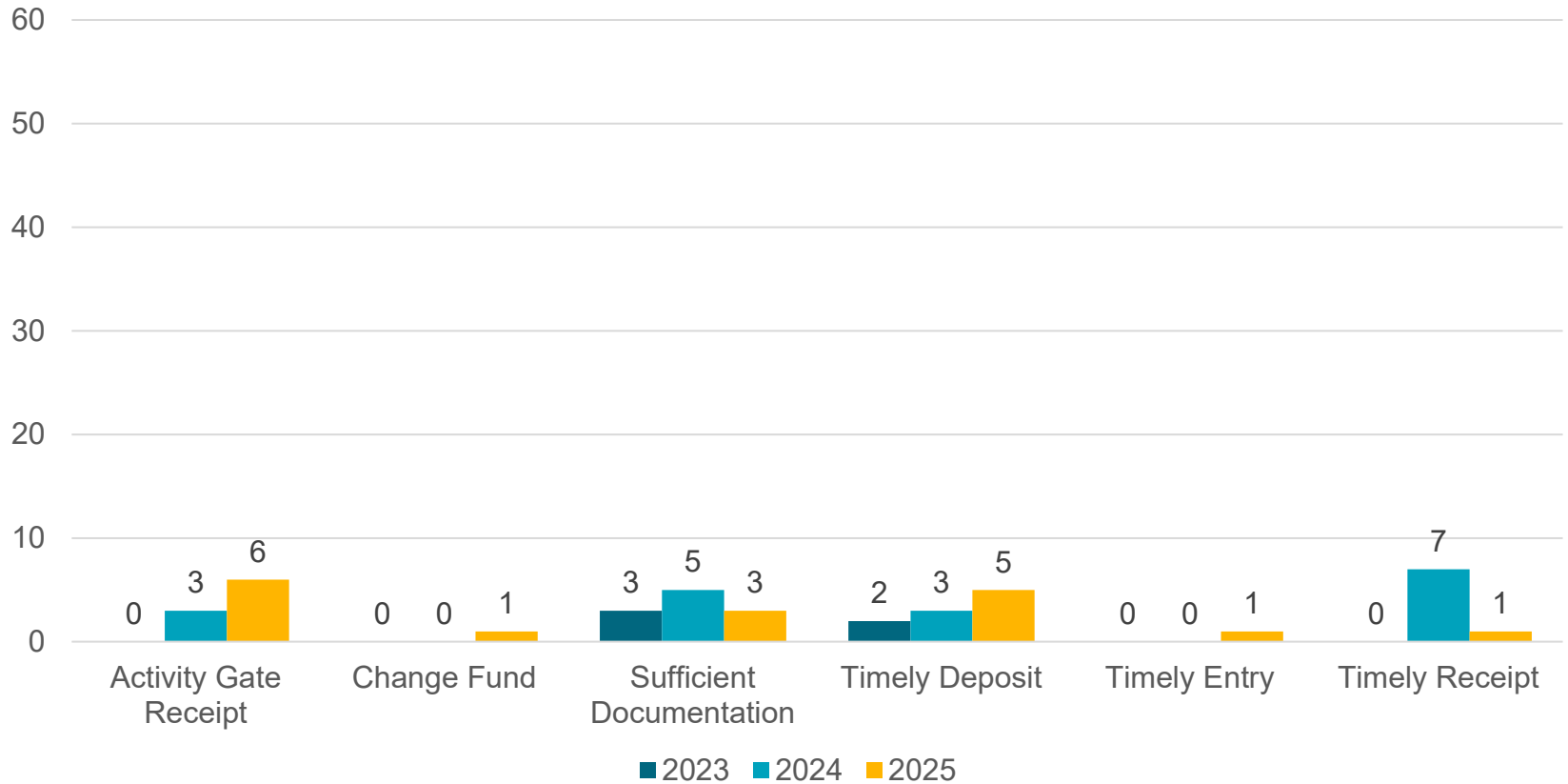
Refer to **Appendix** for description of exceptions noted in the graph.

# LSAF Cash Disbursements Results



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

# LSAF Cash Receipts Results



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

**[NOTE]** Activity Gate Receipt was added to testing procedures in FY 2024.

# Audit Reports

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

- [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](#)
- [FCPS Audit Report: 25-1005 – Local School Activity Funds for Year Ending June 30, 2025](#)

# Appendix – Description of Exceptions

Accounting Procedures	
Type	Description
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Bank reconciliation reports were not consistently signed and/or dated.</li> <li>• Bank reconciliation reports were signed and dated after the due date set by Financial Services.</li> <li>• The adjusted book balance did not agree to the amount on the summary trial balance.</li> <li>• Deposits were outstanding at the end of the month for longer than five business days.</li> <li>• Adjustments were incorrectly posted.</li> </ul>
Fund Account Balance	<ul style="list-style-type: none"> <li>• Individual activity fund accounts held deficit balances at year-end which were not represented on the year-end reports.</li> </ul>
Non-Bank Reconciliation	<ul style="list-style-type: none"> <li>• Procurement card statements were not reconciled in a timely manner.</li> <li>• Procurement card statements were not consistently signed and/or dated during reconciliation.</li> </ul>
Purchasing Process	<ul style="list-style-type: none"> <li>• Procurement card purchases were not adequately pre-approved or were not in alignment with requirements.</li> </ul>
Safeguarding of Assets	<ul style="list-style-type: none"> <li>• Check stock was not adequately secured.</li> </ul>
Timely Payment	<ul style="list-style-type: none"> <li>• Invoices were not paid in a timely manner.</li> </ul>
Cash Disbursements	
Type	Description
Authorized Signatures	<ul style="list-style-type: none"> <li>• Cash disbursements were co-signed by the individual that the check was made payable to.</li> <li>• Cash disbursements were issued without dual signatures.</li> </ul>
Competitive Bidding	<ul style="list-style-type: none"> <li>• Purchases over \$10,000 were not made using established contracts and the required four quotations were not obtained.</li> </ul>
Incorrect Account Charged	<ul style="list-style-type: none"> <li>• Change fund disbursement was not charged to the proper activity fund account.</li> </ul>
Purchasing Process	<ul style="list-style-type: none"> <li>• Disbursements were not adequately pre-approved.</li> </ul>
Sales Tax	<ul style="list-style-type: none"> <li>• Reimbursement checks to Fairfax County Public Schools employees included sales tax.</li> </ul>
Sufficient Documentation	<ul style="list-style-type: none"> <li>• Purchase orders, invoices, receipts, and/or other documentation to support a disbursement were not maintained or were inadequate.</li> </ul>
Timely Payment	<ul style="list-style-type: none"> <li>• Invoices were not paid in a timely manner.</li> </ul>
Cash Receipts	
Type	Description
Activity Gate Receipt	<ul style="list-style-type: none"> <li>• Cash gate sales were not properly recorded in the etix system or using physical tickets and required forms.</li> <li>• Cash gate sales were not properly reconciled.</li> <li>• One individual is responsible for recording ticket sales and collecting cash.</li> <li>• Cash ticket sales were not properly recorded as transactions occurred and were counted manually instead of being entered into the etix system, making cash reconciliation impossible.</li> </ul>
Change Fund	<ul style="list-style-type: none"> <li>• Change fund was commingled with sales receipts.</li> <li>• Change fund was not limited to the actual need for making change.</li> </ul>
Sufficient Documentation	<ul style="list-style-type: none"> <li>• School Finance Deposit Slips for cash receipts were not accurately and/or adequately completed.</li> </ul>
Timely Deposit	<ul style="list-style-type: none"> <li>• Funds were not deposited in a timely manner after being received by the finance office.</li> </ul>
Timely Entry	<ul style="list-style-type: none"> <li>• School Finance Slips (FS-131) were not entered into Great Plains timely.</li> </ul>
Timely Receipt	<ul style="list-style-type: none"> <li>• Funds were not turned into and/or received by the finance office in a timely manner.</li> </ul>



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