

Audit Report for Local PTAs



Name of PTA/PTSA:

Woodburn Elementary School PTA

EIN Number: 541271603 Date of Audit: September 10, 2018

Audit period from July 1, 2016 to June 30, 2017.

Presented to PTA executive board on: _____ (date) and adopted by your General Membership on: _____ (date).

Date of last audit: June 29, 2017. Last audit covered the period from July 1, 2015 to June 30, 2016.

PTA District: NoVa PTA Council: Fairfax Council

Signed: _____ Signed: _____

President

Treasurer

Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information is submitted to the Virginia PTA as the annual audit of this association.

AUDIT COMMITTEE or AUDITOR: (a committee of 3 people that are not authorized to sign checks for this PTA during this audit period OR an experienced auditor)

The financial records of this PTA are complete or incomplete. If incomplete, include comments detailing missing documentation and recommendations.

Audit Committee:

Auditor:

Signed: _____

Signed: _____

Print Name: _____

Printed Name: _____

Audit Committee Chair

Phone: _____

Organization: _____

Signed: _____

Address: _____

Audit Committee Member

Signed: _____

Phone number: _____

Audit Committee Member

Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the audit committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted audit report and filed with the permanent financial records.**

Officer Information:

President during audit period: Leah DeWolf phone: 202-494-6816

Treasurer during audit period: John Alexander phone: 703-231-4845

Secretary during audit period: Neelima Yelamanchili phone: 703-859-6621

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules <i>(if applicable)</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the 501c(3) determination letter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the sales tax exempt certificate? <i>(if applicable)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? <i>(Board and general membership)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? If no , when were they turned over? <u>August 2018</u> Comments: Previous Treasurer was unable to complete due to other commitments. Recommendation: All PTA records are the property of the PTA and shall be available to the membership.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained? Location: <u>At current Treasurer's home – will be moved to school upon completion of Audit review.</u> Address: <u>7629 Holmes Run Dr, Falls Church, VA 22042</u>		

If possible, your records should be kept at your school in a secure location. Your board needs to know where these books are kept.		
4. Are the current treasurer books held by the treasurer? The treasurer maintains all financial records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<u>Budget:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Was the budget adopted by the general membership? When? If no, Comments: Recommendation: The proposed budget is to be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. We are a membership association and this money belongs to our members.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Sept. 2016</u> (date)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was the budget prepared by a budget committee? If no, who prepared the budget? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No John Alexander Treasurer during audit period.	
<ul style="list-style-type: none"> Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Does the budget show all sources of income, totaled and balanced, against all total expense categories? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Was the budget reviewed by the Board before general membership adoption? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Was a budget report presented at every PTA board/general membership meeting? If no, <u>John presented a report when he was able to attend meetings but was not at all meetings.</u> Comments: Recommendation: A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is a copy of the adopted audit report sent to the state office each year? 2016-2017 audit overdue, will be submitted in 2018.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Are there any irregularities in the budgeted amounts to actual expenses/income? If yes, Comments: Recommendation: any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Treasurer's Reports:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>If no, John presented a Treasurer report when he was able to attend meetings.</p> <p>Comments:</p> <p>Recommendation: A treasurer's report detailing income and expenses and reconciled to the bank statement must be presented at every PTA board/general membership meeting.</p>		
<ul style="list-style-type: none"> Were the reports clear, concise and easily understood? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Did the reports show, in detail, the source(s) of all income and expenses? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report? (but copy not available/retained)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the canceled checks and the entries in the checkbook and the treasurer's reports all agree ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all financial obligations of the PTA been paid in full?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Bank Reconciliation:	Treasurer	Audit Committee
1. Were the bank statements reconciled every month? If no , when were they reconciled? At year end- August 2017. Comments: Recommendation: Bank statements must be reconciled every month.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? If no , were they verified in any months? – Yes, all were verified at year end. Comments: Recommendation: Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Financial Procedures and Controls:	Treasurer	Audit Committee
1. Are all PTA monies kept separate from school, personal or other organization's funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are the state and national portions of membership dues sent to the Virginia PTA state office before December 1st? If no , Comments: Recommendation: Membership funds belonging to Virginia and National PTA are transfer funds and should be remitted to Virginia PTA.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Do the deposit records for membership match the membership numbers? If no , Membership list/details for 2016/17 year was not available so unable to validate final amounts. Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Recommendation: membership funds belonging to Virginia and National PTA should be remitted to Virginia PTA and are not included in your PTA budget.</p>		
<p>What was the PTA's total membership count for the year?</p>	<p style="text-align: center;"><u>80</u></p>	
<p>PTA membership dues are \$ <u>20</u> per member for the <u>2016/2017</u> school year. <i>(Dues for teacher memberships are discounted to \$15/member.)</i></p>	<p><i>complete section</i></p>	
<p>What was the date and dollar amount of dues sent to Virginia PTA?</p> <p>o Date: <u>11/30/2016</u> Amount: <u>\$300.00</u></p> <p>o Date: _____ Amount: _____</p> <p>o Date: _____ Amount: _____</p>	<p><i>complete section</i></p>	
<p>What was the amount of dues paid to Council, if applicable?</p> <p>o Date: <u>11/30/2016</u> Amount: <u>\$20.00</u></p>	<p><i>complete section</i></p>	
<p>3. Was there a proper invoice or receipt for each expenditure? If no, Comments: Support for 8 expenditures is missing. Check copies were reviewed on bank statement and determined to be valid PTA expenses appropriately signed by two officers. Per the former Treasurer, the support existed but has been misplaced. Recommendation: There must be a receipt or invoice for every check written. If there is no receipt, no check should be written.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<ul style="list-style-type: none"> • Was every expense checked against the budget before authorization? • Were receipts and invoices matched against the request before payment? • Is there a time limit for reimbursements? <i>No current time limit but PTA generally does not reimburse for prior year expenses unless they were previously communicated/planned (such as Strings camp payroll expenses, incurred prior to year end, but bill not received from FCPS until after year end.</i> 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>4. Is there a policy that prohibits the signing of blank checks? Are all checks signed by at least two authorized people? If no, how often were they only signed by one person? Comments: Recommendation: all checks must be signed by 2 people.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<ul style="list-style-type: none"> • Was the check register kept current? • Are all checks used in sequential order? • Are all checks accounted for, including voided checks? 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Were there any checks written to "cash" or cash withdrawals? If yes, list:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Comments: Recommendation: NEVER write a check to “cash”. There is no record of how your PTAs funds were spent.		
5. Is signatory paperwork up-to-date with at least three (3) signatures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the PTA/PTSA have checking account? With which bank? <u>BB&T</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the PTA/PTSA have a savings account? With which bank? _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the PTA/PTSA have any certificates of deposit? With which bank? _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the PTA/PTSA have a debit card? If yes, Comments: Recommendation: Virginia PTA strongly advises units not to hold debit cards as they can be easily misused.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are at least two people involved in the processes of depositing funds and handling cash? If no, how often did only one person count? Comments: <i>Informally two people are always involved but formal documentation has not been retained. For example, one volunteer collects cash and checks for spirit wear and submits to Treasurer. Starting in School Year 2018-2019 the cash handling procedures are being revised to ensure formal documentation for all cash transactions.</i> Recommendation: A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A “cash counting sheet for event” may also be used (National PTA).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were all funds deposited promptly? (within the next business day) If no, how much time lapsed? Comments: <i>Deposits may not be made for up to one week after collection depending on Treasurer’s availability.</i> Recommendation: PTA funds should never be taken home with you and should be deposited the same day they are received or the next business day.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was all income properly allocated into the appropriate budget line?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Insurance:	Treasurer	Audit Committee
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Audit Report for: Woodburn Elementary School PTA

EIN: 541271603

Date of audit: Sept 10, 2018

Audit period from July 1, 2016 **to** June 30, 2017

Last audit period from July 1, 2015 to June 30, 2016. Ending balance: \$ 26,392.73 per former Treasurer, John Alexander in prior year audit. However this amount does not tie to the 6/30/2016 bank reconciliation. The actual reconciled balance was \$26,435.21 (a difference of \$42.28).

1. Beginning Balance (Should match prior audit "Ending Balance")	\$ 26,435.21
2. Receipts (Total of all deposits and credits)	\$ 27,365.34
3. Add line 1 and line 2:	\$ 53,800.55
4. Expenses (Total of all checks written and debits)	\$ 31,135.52
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register) TREASURER'S RECORDS	\$ 22,665.03

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:	\$ 23,930.80																											
Outstanding Checks:																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Check #</th> <th style="width: 55%;">Payable to:</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1317</td> <td>FCPS</td> <td style="text-align: right;">\$ 174.00</td> </tr> <tr> <td>1321</td> <td>Leah deWolf</td> <td style="text-align: right;">341.87</td> </tr> <tr> <td>1328</td> <td>Abeer Hammad</td> <td style="text-align: right;">120.24</td> </tr> <tr> <td>1329</td> <td>Laura Wright</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>1330</td> <td>FCPS</td> <td style="text-align: right;">149.90</td> </tr> <tr> <td>1331</td> <td>Megan Hogge</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>1332</td> <td>Megan Hogge</td> <td style="text-align: right;">129.76</td> </tr> <tr> <td></td> <td>Total outstanding checks:</td> <td style="text-align: right;">\$ 1,265.77</td> </tr> </tbody> </table>	Check #	Payable to:	Amount	1317	FCPS	\$ 174.00	1321	Leah deWolf	341.87	1328	Abeer Hammad	120.24	1329	Laura Wright	300.00	1330	FCPS	149.90	1331	Megan Hogge	50.00	1332	Megan Hogge	129.76		Total outstanding checks:	\$ 1,265.77	
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7. Subtract total for Outstanding Checks from Line 6.	\$ 22,665.03																											
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TOTAL OUTSTANDING DEPOSITS:	\$ 0																											
8. Add total Outstanding Deposits to Line 7.	\$ 22,665.03																											
9. Enter amount in line 8 to verify "ENDING BALANCE" <i>Should match check register and amount in Line 5.</i> BANK RECORDS	\$ 22,665.03																											