

# Audit Report for Local PTAs



Name of PTA/PTSA: **Hutchison Farm Elementary School PTA**

EIN Number: **03-0448485**

Date of Audit: 7/14/17

Audit period from **7/1/2016** to **6/30/2017**.

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

Date of last audit: **8/15/2016**. Last audit covered the period from **7/1/15** to **6/30/2016**.

PTA District: **Hunt District** PTA Council: **N/A**

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.

<b>Audit Committee:</b>	<b>Auditor:</b>
Signed: <u>Paige Lutz</u>	Signed: _____
Print Name: <u>Paige Lutz</u>	Printed Name: _____
<i>Audit Committee Chair</i>	Organization: _____
Phone: <u>703-203-1220</u>	Address: <u>42435 Longacre Dr</u>
Signed: <u>[Signature]</u>	<u>Charlottesville VA 20152</u>
<i>Audit Committee Member</i>	Phone number: _____
Signed: <u>[Signature]</u>	
<i>Audit Committee Member</i>	

7/21/17 - per Irene at Virginia PTA, have another committee do audit - not really "incomplete".

## 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: **Jennifer Kaskas**

phone: **703-344-5222**

Treasurer during audit period: **Amena Khan**

phone: **703-864-5426**

Secretary during audit period: **Megan Callahan**

phone: **719-352-8233**

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)? <i>Drive</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster? <i>Drive</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget? <i>Drive</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing? <i>Drive &amp; Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the 501c(3) determination letter? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the sales tax exempt certificate? (if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? ( <i>Board and general membership</i> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income? <i>Drive</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report? <i>Binder</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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? _____ Comments: Recommendation: All PTA records are the property of the PTA and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained?  Location: <b>Amena Khan's Home</b>  Address: <b>42651 Harris Street, Chantilly, VA 20152</b>  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	

<b>Budget:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was the budget adopted by the general membership? When? <b>If no,</b> <b>Comments:</b> late b/c we didn't have treasurer in <sup>September</sup> <b>Recommendation:</b> 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>Oct 11, 2016</u> (date)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Was the budget prepared by a budget committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• <b>If no,</b> who prepared the budget?	<u>exec Board</u>	
• 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	
• 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	
• 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? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>We don't read ASK</i>
3. Is a copy of the adopted audit report sent to the state office each year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any irregularities in the budgeted amounts to actual expenses/income? <b>If yes,</b> <b>Comments:</b> <b>Recommendation:</b> any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Treasurer's Reports:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> A treasurer's report detailing income and expenses and reconciled to the bank statement must be	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

presented at every PTA board/general membership meeting.		
• Were the reports clear, concise and easily understood?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Did the reports show, in detail, the source(s) of all income and expenses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the <u>canceled checks</u> and the entries in the checkbook and the treasurer's reports <b>all agree</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the deposit slips <u>and</u> the entries in the income ledger <u>and</u> the treasurer's reports <b>all agree</b> ?		<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

Did not have canceled checks  
did not have ledger  
We don't know

<b>Bank Reconciliation:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Were the bank statements reconciled every month? If no, when were they reconciled? <b>Comments:</b> <b>Recommendation:</b> Bank statements must be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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? <b>Comments:</b> by Chris Pentine <b>Recommendation:</b> Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  Who completes the bank reconciliation sheet 5?
3. Did the year-end financial report reconcile with the final bank statement? <u>except uncleared checks, but they are shown.</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Financial Procedures and Controls:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
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, <b>Comments:</b> <b>Recommendation:</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do the deposit records for membership match the membership numbers? If no, possible error in categorizing funds in the beginning of the year when treasurer position was vacant - off by \$20. <b>Comments:</b> <b>Recommendation:</b> membership funds belonging to Virginia and National PTA should be remitted to Virginia PTA and are not included in your PTA budget.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the PTA's total membership count for the year?	<u>152</u>	<u>152</u>
PTA membership dues are \$ <u>12</u> per member for the <u>2016-2017</u> school year.	complete section	

<p>What was the date and dollar amount of dues sent to Virginia PTA?</p> <p>o Date: <u>11/3/16</u> Amount: <u>\$615.00</u></p> <p>o Date: _____ Amount: _____</p> <p>o Date: _____ Amount: _____</p>	complete section	
<p>What was the amount of dues paid to Council, if applicable?</p> <p>o Date: _____ Amount: _____</p> <p style="text-align: right;"><i>N/A</i></p>	complete section	
<p>3. Was there a proper invoice or receipt for each expenditure?</p> <p><b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> There <b>must</b> be a receipt or invoice for every check written. If there is no receipt, no check should be written.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was every expense checked against the budget before authorization?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Were receipts and invoices matched against the request before payment?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Is there a time limit for reimbursements?</li> </ul>		
<p>4. Is there a policy that prohibits the signing of blank checks? Are all checks signed by at least two authorized people? <b>If no,</b> how often were they only signed by one person?</p> <p><b>Comments:</b> <b>Recommendation:</b> all checks <b>must</b> be signed by 2 people.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was the check register kept current?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Don't Know</i>
<ul style="list-style-type: none"> <li>Are <b>all</b> checks used in sequential order? <i>Sometimes 2 books were being used at one time</i></li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Don't Know</i>
<ul style="list-style-type: none"> <li>Are all checks accounted for, including voided checks?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Don't Know</i>
<p>Were there any checks written to "cash" or cash withdrawals?</p> <p><b>If yes,</b> list:</p> <p>Amount: <u>\$100</u> Date: <u>8/24/16</u> Check #: <u>2132</u> (cash box - back to school events)</p> <p>Amount: <u>\$100</u> Date: <u>10/25/16</u> Check #: <u>1917</u> cash box (bingo night)</p> <p>Amount: <u>\$300</u> Date: <u>11/28/16</u> Check #: <u>1953</u> (cashboxes - winterfest)</p> <p>amt: <u>\$205</u> Date: <u>3/17/17</u> check # <u>2198</u> cashboxes - bingo</p> <p><b>Comments:</b> \$100 check 22-12 on 4/24/17 - cash box brain game show</p> <p><b>Recommendation:</b> NEVER write a check to "cash". There is no record of how your PTAs funds were spent.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Do not have canceled checks Ask?</i>
<p>5. Is signatory paperwork up-to-date with at least three (3) signatures?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have checking account?</p> <p>With which bank? <u>BB &amp; T</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have a savings account?</p> <p>With which bank? _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Does the PTA/PTSA have any certificates of deposit?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

With which bank? _____		
Does the PTA/PTSA have a debit card? <b>If yes,</b> <b>Comments:</b> <b>Recommendation:</b> Virginia PTA <b>strongly</b> 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 checked="" type="checkbox"/> No
6. Are at least two people involved in the processes of depositing funds and handling cash? <b>If no,</b> how often did only one person count? <b>Comments:</b> <b>Recommendation:</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>We don't know</i>  <b>ASK</b>
Were all funds deposited <b>promptly</b> ? (within the next business day) <b>If no,</b> how much time lapsed? <i>usually within 2-3 business days once treasurer was appointed.</i> <b>Comments:</b> <i>business days once treasurer was appointed.</i> <b>Recommendation:</b> 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 checked="" type="checkbox"/> No
Was all income properly allocated into the appropriate budget line?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Insurance:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Are insurance policies in force to protect the PTA against loss of property by reason of fire, theft or other casualty?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are liability policies in effect to protect PTA officers and members, schoolchildren or other third parties where PTA projects or activities may result in an accident?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the treasurer and all others authorized to handle PTA funds covered by a fidelity bond in the amount determined by the board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Internal Revenue Service (IRS) and Tax Forms:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. What is the PTA/PTSA's Employer Identification Number (EIN)? <u>03-0448485</u>		
2. A copy of the letter from Virginia PTA verifying your PTA as a subordinate of the Virginia PTA with our 501c(3) Determination Letter and your Sales Tax Exemption Certificate are in your permanent files.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the IRS form 990, 990-EZ or E-Postcard been filed with the IRS? <i>to be done before deadline: NOV. 15, 2017</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Is the PTA/PTSA incorporated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• If "YES", has an annual corporate report been filed with the state government, as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Does the annual report reflect current officers and/or a	<input type="checkbox"/> Yes <input type="checkbox"/> No	



EIN: 03-0448485

Date of audit: \_\_\_\_\_

Audit period from 7-1-16 to 6-30-17

Last audit period from 7-1-15 to 6-30-16 Ending balance: \$ 14,823.17

<b>1. Beginning Balance</b> (Should match prior audit "Ending Balance")	\$ 14,823.17
<b>2. Receipts</b> (Total of all deposits and credits)	\$ 101,047.66
<b>3. Add line 1 and line 2:</b>	\$ 115,870.83
<b>4. Expenses</b> (Total of all checks written and debits)	\$ 100,579.45
<b>5. Subtract line 4 from line 3 for "ENDING BALANCE"</b> (Should match check register)	\$ 15,291.38

**OUTSTANDING CHECKS AND DEPOSITS:**

<b>6. Balance on Last Bank Statement:</b>	\$ 16,547.18	
<b>Outstanding Checks:</b>		
Check #	Payable to:	Amount
2217	Steps to Literacy	\$ 1074.15
2235	Thermaliz Lopez	\$ 181.65
	Total outstanding checks:	\$ 1255.80
<b>7. Subtract total for Outstanding Checks from Line 6.</b>	\$ 15,291.38	
<b>Outstanding Deposits</b>		
Source of Deposit	Amount	
<b>TOTAL OUTSTANDING DEPOSITS:</b>	\$ <del>0</del>	
<b>8. Add total Outstanding Deposits to Line 7.</b>	\$ 15,291.38	
<b>9. Enter amount in line 8 to verify "ENDING BALANCE"</b> Should match check register and amount in Line 5.	\$ 15,291.38	