

PTA AUDIT / FINANCIAL REVIEW FORM (PAGE 1 OF 3)

Purpose: To remain in compliance with the bylaws, be in good standing and to verify funds raised and spent by the unit.



Instructions:

- The Board of Directors must select an auditor or auditing committee no later than two weeks prior to the end of the school year. Refer to Bylaws, Article VII, Section 4.
- The treasurer shall submit to the auditor(s) all financial records and forms listed below.
- Local units and councils should scan and email the audit/financial review form to audit990@georgiapta.org or mail to Georgia PTA, 114 Baker St. NE, Atlanta, GA 30308-3366. Audits must be sent in by the last business day in September. You must also send a copy to your local council, if applicable, or to your district Director if there is no council.

Date <u>7/21/2021</u>		PTA Local Unit ID# <u>33592</u>	
District <u>13</u>	Council <u>Cherokee</u>	PTA Name <u>Arnold Mill ES PTA</u>	
Contact Person <u>Buffy Rackley</u>		PTA Position <u>Treasurer</u>	
Address <u>710 Arnold Mill Rd</u>		City <u>Woodstock</u>	
State <u>GA</u>	Zip <u>30188</u>	Email <u>ametreasurer@gmail.com</u>	
Cell Phone <u>803-270-8790</u>		Home Phone	

Auditor/Auditing Committee: Please complete all sections.

Year 20 20 - 20 21

PTA, please mark PTA boxes in Section A for documents you are providing.

Section A: Please check all Financial records provided

PTA	Auditor	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Checkbook register (a listing of all checks)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All bank statements <u>one not signed</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All funds verification forms and deposit slips
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All check request forms with receipts/bills attached
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All treasurer's reports
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adopted budget and approved amendments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of all minutes (board, executive and general)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of local unit bylaws

PTA	Auditor	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General ledger report (list of all receipts/disbursements)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The annual financial report (profit and loss statement)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cancelled checks or bank images from bank statement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of insurance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All treasurer's reports
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Itemized statements and receipts of bills paid
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of last year's audit report and 990 or 990N
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of the final bank statement for the last audit period

Section B: To be completed by the Auditor ONLY

Y N

- ☒ Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in the checkbook register, ledger, treasurer's reports and ending balance of the last audit?
- ☒ Were the bank statements reconciled monthly by the treasurer and signed by the president and another person not authorized to sign checks or related to the signers? all except June
- ☒ Did all the checks written contain two (2) signatures? President, treasurer or one another elected officer? see notes
- ☒ Were all checks properly recorded in the checkbook register, ledger or treasurer's reports?
- ☒ Were all bank charges and interest recorded in the checkbook register, ledger and treasurer's reports?
- ☒ Did the PTA purchase insurance?
- ☒ Were all authorizations approved by the president or their designee and contain receipts? see notes
- ☒ Did the PTA make payments by a PTA credit or debit card?
- ☒ Did the PTA use the Funds Verification Forms?
- ☒ Were all funds received counted by two persons with the treasurer being the third counter? see notes
- ☒ Did the funds received match the deposits recorded in the checkbook register, ledger and treasurer's reports?
- ☒ If the PTA accepts payment by credit/debit cards (e.g. PayPal) are those funds reconciled and posted in the register?
- ☒ Did you receive a copy of the approved amended budget? approved only - in QBO
- ☒ Was the income spent according to the approved/amended budget?
- ☒ Did the general meeting minutes contain budget approval?
- ☒ Did the general meeting minutes include all budget amendments? unable to verify
- ☒ Did the general meeting minutes include the audit report approval?
- ☒ Do the membership numbers match? 114 # of memberships collected? 110 # of membership dues submitted to the state?

Please contact and return the completed audit to the new incoming treasurer. The outgoing treasurer needs to sign the audit form before handing over to the auditor/audit committee.

Outgoing Treasurer's Signature _____ Date _____

Outgoing Treasurer's Daytime Phone _____ Email _____

Incoming Treasurer's Name _____ Daytime Phone _____ Email _____

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PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2 of 3)



Year 20 20 - 20 21

Date 7/21/21

PTA Name Arnold Mill ES PTA

PTA LU ID # 33592

Council Cherokee

District 13

Dates covered by this audit/financial review from: 7/1/20 to: 6/30/21

1. Balance on Hand (From Date of Last Audit).....\$ 36,202.59
2. Receipts (From last audit to date of audit).....\$ 16,306.71 * see p. 3
3. Total Cash (add 1 and 2 together).....\$ 52,509.30
4. Disbursements (From last audit to date of audit).....\$ 26,816.56
5. Balance on Hand (Date of Audit, subtract line 4 from line 3).....\$ 25,692.74
6. Bank Statement Balance as of 6/30/21 (date)\$ 25,692.74

7. Checks Outstanding (List check number and amount)

Check #	Amount	Check #	Amount

8. Total Outstanding Checks.....\$ 0
9. Balance in Checking Account (Subtract line 8 from line 6).....\$ 25,692.74

Note: Amounts on line 5 and 9 should be the same.

Only one line can be checked, if there are any findings (even minor) line 2 must be checked:

1. ☐ I (We) have audited the books and find them to be correct.
2. ☒ I (We) have audited the books and found the following problems and/or make these suggestions.
Problems/suggestions must be noted on page 3 of the audit form.
3. ☐ I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance. Please document finding on page 3 of the audit form.

[Signature]
Auditor/Reviewer Signature
Susan Honea
Auditor/Reviewer Printed Name

404-819-4358
Auditor/Reviewer Phone Number

[Signature]
Outgoing President's Signature (mandatory)

[Signature]
Auditor/Reviewer Signature
[Signature]
Auditor/Reviewer Printed Name

[Signature]
Auditor/Reviewer Phone Number

[Signature]
Outgoing Treasurer's Signature (mandatory)

[Signature]
Auditor/Reviewer Signature
[Signature]
Auditor/Reviewer Printed Name

[Signature]
Auditor/Reviewer Phone Number

8/3/21
Date

The auditor/auditing committee report must be in writing and submitted with the audit. If the auditor/committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted.

Note: A copy of the Financial Review/Audit must be submitted to Georgia PTA by the last business day in September. Once the appropriate 990 is filed with the IRS, please submit the IRS filing verification form and appropriate documents to Georgia PTA.

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 3 of 3)



Year 20 20 - 20 21

Date 7/21/21

PTA Name Arnold Mill ES PTA

LU ID # 33592

Council Cherokee

District 13

This page must be completed if any of the following occur:

- ☐ Any of the required documents from section A are not provided.
- ☐ Any of the boxes in section B are marked with a no.
"Exception: letter h. Did the PTA make payments by a PTA credit or debit card? Should be no, if yes, it must be noted."
- ☐ If line 2 or 3 are marked on page 2.

1. Receipts amount on p. 2 adjusted to correct for prior year uncleared check (\$1023.36). Stop payment was issued against prior check that never cleared, and bank balance was adjusted.
2. The June bank statement needs to be signed by three people (Treasurer, President, and one person who isn't a signer).
3. There are post-it notes on a few Funds Verification Forms where signatures are missing.
4. One check request is missing a receipt.
5. One voided check was destroyed. Please see the note on the check request form.
6. The meeting minutes are incomplete. In addition, some procedural changes are required. Please see the notes on the set of minutes that was included.
7. Memberships collected and membership paid to Georgia PTA do not match.