

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	6/5/22 7/10/22		PTA Local Unit ID#	33592
District	13	Council	Cherokee	
Contact Person	Stephanie Villano		PTA Name	Arnold Mill ES PTA
Address	710 Arnold Mill Rd		PTA Position	Treasurer
State	GA	Zip	30188	City
Cell Phone	513 250 5877		Email	amestreasurer@gmail.com
			Home Phone	

Auditor/Auditing Committee: Please complete all sections.

Year 20 21 - 20 22

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"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Checkbook register (a listing of all checks)
- All bank statements
- All funds verification forms and deposit slips *see notes*
- All check request forms with receipts/bills attached
- All treasurer's reports
- Adopted budget and approved amendments
- Copies of all minutes (board, executive and general)
- Copy of local unit bylaws

PTA Auditor

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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- General ledger report (list of all receipts/disbursements) *Q80*
- The annual financial report (profit and loss statement)
- Cancelled checks or bank images from bank statement
- Copy of insurance
- All treasurer's reports
- Itemized statements and receipts of bills paid
- Copy of last year's audit report and 990 or 990N *✓*
- 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? *adj for f/y change*
- ☒ 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?
- ☐ Did all the checks written contain two (2) signatures? President, treasurer or one another elected officer?
- ☒ 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?
- ☐ Did the PTA make payments by a PTA credit or debit card?
- ☒ Did the PTA use the Funds Verification Forms? *missing 2*
- ☐ Were all funds received counted by two persons with the treasurer being the third counter? *missing 1 signature*
- ☒ 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? *see note on square deposit*
- ☒ Did you receive a copy of the approved/amended budget?
- ☒ 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?
- ☒ Did the general meeting minutes include the audit report approval?
- ☐ Do the membership numbers match? *283 per MH* # of memberships collected? *287* # 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 Stephanie Villano Date 7/15/22
 Outgoing Treasurer's Daytime Phone 513 250 5877 Email amestreasurer@gmail.com
 Incoming Treasurer's Name Stephanie Villano Daytime Phone 513 250 5877 Email _____

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



Year 20 21 - 20 22

Date 7/10/22

PTA Name Arnold Mill ES PTA

PTA LU ID # 33592

Council Cherokee

District 13

Dates covered by this audit/financial review from: 6/1/2021

to: 5/31/2022

1. Balance on Hand (From Date of Last Audit)..... \$ 25,988.60
2. Receipts (From last audit to date of audit)..... \$ 127,862.30
3. Total Cash (add 1 and 2 together)..... \$ 153,850.90
4. Disbursements (From last audit to date of audit)..... \$ 115,157.61
5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ 38,693.29
6. Bank Statement Balance as of 5/31/22 (date) \$ 39,827.90

7. Checks Outstanding (List check number and amount)

Check #	Amount	Check #	Amount
<u>2534</u>	<u>699.60</u>	_____	_____
<u>2535</u>	<u>50.00</u>	_____	_____
<u>2538</u>	<u>234.41</u>	_____	_____
<u>2538</u>	<u>170.60</u>	_____	_____

8. Total Outstanding Checks..... \$ 1,134.61
9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ 38,693.29

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.

Auditor/Reviewer Signature

Susan Honea

Auditor/Reviewer Printed Name

404-819-4358

Auditor/Reviewer Phone Number

Outgoing President's Signature (mandatory)

Auditor/Reviewer Signature

Auditor/Reviewer Printed Name

Auditor/Reviewer Phone Number

Outgoing Treasurer's Signature (mandatory)

Auditor/Reviewer Signature

Auditor/Reviewer Printed Name

Auditor/Reviewer Phone Number

Date

7/15/22

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 21 - 20 22

Date 7/10/22

PTA Name Arnold Middle School 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.

see attached

The insurance expense of \$45.32 to Dana Estep is not an allowable PTA expense. You will see my note to check request 2488, and I have notified Cherokee County Council of PTA of the issue - mostly because I was verifying that it is not an allowable expense. I also talked with a former state treasurer and D13 district director (Annette Wilbert), and she suggested that the only way to fix what you did with the insurance payment is to have Dana increase the amount for the service she provided to cover the cost but not show it as an insurance bill. The issue is that it appears you have just an individual's car insurance bill, which is considered compensable.

- Carry-over funds are not income and should not show on the P&L. I have adjusted that in your QuickBooks file so that the P&L is correct.
- Because you are a cash-based (not accrual) business, checks and expenses must be entered in QuickBooks on the day they are written (or expensed, as that is the moment at which the money is considered spent).
- Photocopies (invoices, receipts, etc.) should not be accepted. I've marked several of them in your file. If you need to use photocopies for signatures, that's fine, but be sure to attach the originals to the final form to show that they were actually done properly.

Meeting Minutes Issues

- For your bylaws, Section 2.1, at least one general meeting must be held in period unless a waiver is granted by Georgia PTA. I don't see the waiver in the file; however, I do know that Georgia PTA has adopted a state-level bylaws change that allows associations (clubs, teams, Meets, etc.) general meetings across the board. Please confirm with Cherokee County Council of PTA as to whether this overrides the bylaws requirement.

Check Issues

Check missing second signature - 2517



SMC Innovations LLC

524 Cherokee Mills Drive
Woodstock, GA 30189
770-590-8095
www.smcinnovationsllc.com

July 10, 2022

Arnold Mill Elementary PTA
attn: Stephanie Villano
710 Arnold Mill Road
Woodstock, GA 30188

Dear Buffy:

We appreciate the opportunity to audit Arnold Mill Elementary PTA's books for Fiscal Year 2021-22. We have examined your books and found them to be mostly in good working order. There are Post-It notes in your files to signify where procedural changes are required, and the issues have been summarized below:

- General Notes:

- The insurance expense of \$85.32 to Dana Estep is not an allowable PTA expense. You will see my notes on check request 2496, and I have notified Cherokee County Council of PTA of the issue – mostly because I was verifying that it is not an allowable expense. I also talked with a former state treasurer and D13 district director (Amanda Weber), and she suggested that the only way to do what you did with the insurance payment is to have Dana increase the invoice for the service she provided to cover the cost but not show it as an insurance line. The issue is that it appears you have paid an individual's car insurance premium, which is considered compensation.
- Carry-over funds are not income and should not show on the P&L. I have adjusted that in your QuickBooks file so that the P&L is correct.
- Because you are a cash-based (not accrual) business, checks and expenses must be entered in QuickBooks on the day they are written (or expensed) as that is the moment at which the money is considered spent.
- Photocopies (forms, receipts, etc.) should not be accepted. I've marked several of them in your files. If you need to use scanned forms for signatures, that's fine, but be sure to attach the originals to the final form to show that they were actually done properly.

- Meeting Minutes Issues:

- Per your bylaws, Section XIII, at least one general meeting must be held in person unless a waiver is granted by Georgia PTA. I don't see the waiver in the files; however, I do know that Georgia PTA has adopted a state-level bylaws change that allows electronic (Zoom, Teams, Meets, etc.) general meetings across the board. Please inquire with Cherokee County Council of PTA as to whether this overrides the bylaws requirement.

- Check Issues:

- Checks missing second signature – 2523

- Funds Verification Form Issues:
 - On the FVF, the Amount Received and Date Received parts of the Treasurer's section must be completed, irrespective of the type of deposit (electronic vs. cash/check). The Amount Received equals the total of the deposit, and the Date Received equals the date of the deposit.
 - Boosterthon receipts are typically sent by email or mail, and they should be available online. If AMES PTA chooses to conduct Boosterthon again, please be sure that they have the correct email and mailing addresses, and make sure that you have a login to the website to be able to print the receipts if they don't arrive by email or mail.
 - There were two DUPLICATE Boosterthon FVF.
 - 8/16 – missing FVF for \$0.01 – account verification deposit
 - 11/12 – missing signature on \$194.20 FVF (it was stapled to another FVF because of a combined deposit, but both forms still require all signatures)
 - 3/11 – missing dates on \$130.00 FVF
 - 4/25 – Square deposit was not recorded properly in QuickBooks – I fixed it, so you can see how it must be done (total income as a positive number, Square fees as a negative number)
 - 5/27 – missing FVF for \$18.42 – Amazon Smile deposit
- Check Request Issues
 - For Petty Cash, best practice is to attach either the bank receipt that is given when the check is cashed OR a copy of the actual check.
 - For MemberHub dues payments, be sure to attach a copy of the receipt you receive (if you get one) OR a screen shot of the MemberHub page showing the payment has been made.
 - The president cannot approve his/her own check requests. Typically, a VP is chosen to be the approval signature for these kinds of expenses.
 - Check requests missing amounts: 1/28 EFT for Harland Clarke, 2535
 - Check requests missing approval signatures: 2505, 2506
 - Check requests missing requester signature: 2536 (this one includes a typewritten [in cursive] signature, but it is not an original signature)
- Other:
 - Be sure to reconcile voided checks in the month they are voided. I rolled back your reconciliations so that the checks were captured as uncleared during the months they were actually written, so I caught check #2495 on 3/4 in the March reconciliation.

Overall, you did a good job this year, especially considering the circumstances of the beginning of the year.

In addition, I have prepared your Form 990-EZ for the fiscal year ending May 31, 2022. It is ready to be filed. Please sign one copy. The second copy remains in your permanent records.

The signed copy is to be mailed to:

Georgia Department of Revenue
PO Box 740395
Atlanta, GA 30374-0395

Please be sure to upload your audit and 990 information into MemberHub once you receive the acceptance email, which I will forward to you upon arrival.

If you have any questions about your audit or tax return, please let me know. We look forward to continuing our partnership for the 2022-23 school year.

Sincerely,

Susan Honea
Vice President & COO
SMC Innovations LLC
404-819-4358