

Financial Review/Audit Report for Local PTAs



Name of PTA/PTSA: Greenwood Elementary School PTA

EIN Number: _____ Date of Financial Review: 8/4/2021

Financial Review period from 07/01/2020 to 6/30/2021

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

Date of last financial review: _____. Last financial review covered the period from 07/01/2020 to 06/30/2021.

PTA District: Henrico PTA Council: Greenwood Elementary

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 financial review of this association.

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

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

Financial Review Committee:

Signed: [Signature]

Print Name: Joshua Fox

Financial Review Committee Chair

Phone: 804-658-2065

Auditor:

Signed: _____

Printed Name: _____

Organization: _____

Signed: [Signature]

Financial Review Committee Member

Signed: [Signature]

Address: _____

Phone number: _____

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 financial review committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted financial review report and filed with the permanent financial records.**

Officer Information:

President during financial review period: Crystal Lett
phone: (804) 339-4227

Treasurer during financial review period: Margaret Johnson
phone: (804) 921-2236

Secretary during financial review period: Jenny Chu
phone: (804) 347-9170

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous financial review/audit?	<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 <i>(if applicable)</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy?	<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?	<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? <i>(if applicable)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• The annual year-end report?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Were the records turned over in a timely manner to the financial review committee?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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.		
3. Where are your treasurer records maintained?		
Location: <u>PTA Google Drive</u>		

Address: <https://drive.google.com/drive/folders/1u95m1FA5mfNTKM8uES6CKND67eSRusiT>

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.

☒ Yes ☐ No

<u>Budget:</u>	<u>Treasurer</u>	<u>Financial Review 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 _09/17/2020_ (date)	<input checked="" 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 Board	
<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, Comments: The summary treasurer report was uploaded to the PTA website each month. All PTA meetings were held via Teams Recommendation: 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Is a copy of the adopted financial review/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? If yes, Comments: Recommendation: any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>Treasurer's Reports:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting? If no, Comments: The summary treasurer report was posted on the PTA website for review each month. All PTA meetings were held virtually via Teams 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• 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
• 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? I wasn't aware that this was different than the 6/30/21 Treasurer Report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Do the canceled checks and the entries in the checkbook and the treasurer's reports all agree ?		<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all financial obligations of the PTA been paid in full?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<u>Bank Reconciliation:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
1. Were the bank statements reconciled every month? If no, when were they reconciled? Comments: They were usually reconciled with the next two months. Recommendation: Bank statements must be reconciled every month.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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? Comments: The first couple of months were verified by a non-authorized check signer, but then there were challenges in meeting during this COVID year to get the rest of the months verified 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Financial Procedures and Controls:	Treasurer	Financial Review 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 November 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do the deposit records for membership match the membership numbers? If no, Comments: Recommendation: 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?	___235___	
PTA membership dues are \$___6___ per member for the ___2020-21___ school year.	complete section	
What was the date and dollar amount of dues sent to Virginia PTA? o Date: ___10/31/2020___ Amount: ___\$712.50___ o Date: ___03/8/2021___ Amount: ___\$146.25___ o Date: ___07/01/2021___ Amount: ___\$26.25___	complete section	
What was the amount of dues paid to Council, if applicable? o Date: ___05/14/2021___ Amount: ___\$58.70___	complete section	
3. Was there a proper invoice or receipt for each expenditure? If no, Comments: Recommendation: There must be a receipt or invoice for every check written. If there is no receipt, no check should be written.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Was every expense checked against the budget before authorization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Were receipts and invoices matched against the request before payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Is there a time limit for reimbursements?		
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Was the check register kept current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are all checks used in sequential order?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are all checks accounted for, including voided checks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were there any checks written to "cash" or cash withdrawals?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>If yes, list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____</p> <p>Comments: Recommendation: NEVER write a check to "cash". There is no record of how your PTAs funds were spent.</p>		
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? __Henrico Federal Credit Union_____ Does the PTA/PTSA have a savings account? With which bank? __Henrico Federal Credit Union_____ Does the PTA/PTSA have any certificates of deposit? With which bank? _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the PTA/PTSA have a debit card? If yes, Comments: Not used. Held in Treasurer folder Recommendation: Virginia PTA strongly advises units not to hold debit cards as they can be easily misused.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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? 4-5 Comments: A couple of times when cash was picked up from school by the treasurer. We weren't together often so it was just the one person who handled the money. 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 checked="" type="checkbox"/> No
Were all funds deposited promptly ? (within the next business day) If no, how much time lapsed? Up to 4 days. Comments: 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 checked="" type="checkbox"/> No
Was all income properly allocated into the appropriate budget line?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<u>Insurance:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

members, schoolchildren or other third parties where PTA projects or activities may result in an accident?		
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

<u>Internal Revenue Service (IRS) and Tax Forms:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
1. What is the PTA/PTSA's Employer Identification Number (EIN)? <u>16-1721764</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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard)	<input checked="" type="checkbox"/> Yes <input 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 registered corporate agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<u>Fundraising, Corporate Sponsorship and Grants:</u>	<u>Treasurer</u>
1. Did the PTA follow the 3 to 1 rule for fundraising (reference "Standards for PTA Fundraising" at www.ptakit.org)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the PTA ensure fundraisers did not exploit children?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were all fundraisers approved by the general membership?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Was care taken to see that no laws were violated during fundraisers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Were all school system policies for fundraisers followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Did the President sign all fundraising contracts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Were sufficient procedures in place to ensure the safe handling of funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Did the PTA receive any money from grants? If "YES" list: Grant Source _____ Amount _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were monies expended in accordance with grant application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Did the PTA receive any money or goods from corporate sponsorships? Was the money or goods used according to the request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<u>Leadership Training</u>	<u>Treasurer</u>
1. Were officers sent to Leadership Training and Annual Conference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did officers participate in District or Council training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3. Did officers complete National PTA E-learning courses?	Yes	No
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Financial Review Committee or Auditor Additional Comments and Recommendations:

1. Ensure adequate supporting documentation is maintained for all income and deposits. An income verification form was not available for several deposits and source of funds could not be substantiated.
2. Ensure monthly expenditure reconciliations are completed timely and by an independent party. Timely, monthly reconciliations are an integral control for an organization with significant liquid assets.
3. Ensure complete supporting documentation is maintained for all expenses. For instances where a vendor receipt does not contain sufficient information to determine the nature of an expense, a detailed expense report should be maintained to explain and support the expense.

Check #	Payable to:	Amount
3070	Kristie Sinclair	25.25
3124	Amy Coward	56.93
3325	LeYuani Wilson	100.00
3344	Victoria Fitzgerald	400.00
3351	Ryan Stein	160.00
3352	Greenwood Elementary School	135.00
	Total outstanding checks:	\$ 877.18

Financial Review Report for: Greenwood Elementary School PTA.

EIN: 16-1721764. Date of financial review: 08/04/2021.

Financial review period from 07/01/2020 to 06/30/2021.

Last financial review period from 07/01/2019 to 06/30/2020. Ending balance:
\$ 13,144.36 (add savings \$19.03 & Cash box \$150.00 = \$13,313.39).

1. Beginning Balance (Should match prior financial review/audit "Ending Balance")	\$ 13,144.36
2. Receipts (Total of all deposits and credits)	\$ 23,070.76
3. Add line 1 and line 2:	\$ 36,215.12
4. Expenses (Total of all checks written and debits)	\$ 22,065.75
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register)	\$ 14,149.37

TREASURER'S RECORDS

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:	\$ 15,026.55
Outstanding Checks:	

7. Subtract total for Outstanding Checks from Line 6.		\$ 14,149.37										
Outstanding Deposits <table border="1"> <thead> <tr> <th>Source of Deposit</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td>TOTAL OUTSTANDING DEPOSITS:</td> <td>\$ 0.00</td> </tr> </tbody> </table>		Source of Deposit	Amount							TOTAL OUTSTANDING DEPOSITS:	\$ 0.00	
Source of Deposit	Amount											
TOTAL OUTSTANDING DEPOSITS:	\$ 0.00											
8. Add total Outstanding Deposits to Line 7.												
9. Enter amount in line 8 to verify "ENDING BALANCE" Should match check register and amount in Line 5.		\$ 14,149.37 (add savings 19.03 and Cash 150.00 = \$14,318.40)										

BANK RECORDS