STEPS TO FINANCIAL REVIEW

Treasurer’s Guide: Dollar$ & $en$e

- Form Audit Committee/hire accountant
- Prepare for the Audit
- Conduct Audit
- Requirements After the Audit
• **Bylaws: Article VII, Section 5, the Executive Board shall select an audit committee of 3 members or hire an accountant or professional auditor before June 30.**

• **Appoint committee members who have not handled PTA funds during the period.**
PREPARE FOR THE AUDIT

Treasurer’s responsibility to submit records to the Audit committee.

WHAT RECORDS?
All records and forms listed on the Florida PTA audit form Section A available after June 30th.
Auditor/Audit Committee: Please complete Sections A and B.

Audit Period Covered: July 1, 20______ to June 30, 20______

Section A

To the Audit Committee: Please check the boxes of the financial records provided to you from the Treasurer:

☐ Copy of last annual audit report, (as of June 30 previous year)
☐ All Bank Statements (including PayPal, Square, etc.)
☐ Checkbook register with running balance (handwritten, excel, QuickBooks, etc.)
☐ Checkbook
☐ Cancelled checks
☐ Copies of ALL credit card statements (if applicable)
☐ All Deposit Receipts/Records
☐ All Cash Verification Forms and Receipts
☐ All Check Request Forms with receipts/bills attached
☐ Approved Authorization Forms for credit and debit card expenses
☐ Receipts of bills paid or itemized statements
☐ Treasurer’s Ledger Book (Excel Spreadsheet, QuickBooks, etc.)

☐ If any were conducted, copies of any interim audits that were conducted during the year
☐ Treasurer’s reports from ALL PTA/PTSA meetings including final general membership Annual Meeting
☐ Copy of Final Approved budget and all amendments (approved by the members)
☐ Minutes of all board, executive committee/association meetings (From Secretary’s Procedure Book)
☐ A current copy of “Annual Financial Review (PTA Audit)” from Florida PTA Kit of Materials, Section 3, Dollars and Sense
☐ Bylaws - Current copy of approved local unit bylaws
☐ Filed copy of IRS Form 990, 990EZ or 990N (e-Postcard) confirmation Email from previous tax year.
Recommendations in Order of Preference:

[with Treasurer present across the room or available otherwise to answer questions]

1-in person

2-Rotate Books

3-Electronic meeting
WHAT ARE WE LOOKING FOR?

Audit = following transactions thoroughly through records from receipts, documents, minutes and budget

Review = does not follow all transactions, just sampling

Review bank statements, budgets, minutes, verifies check, EFT & deposit square statement, etc.
IN PERSON

- Everyone review together
- 6 feet apart
- Keep hands sanitized
- Spray down the books before & After
Each person:
- sprays down before and after review
- makes notes on own review and shares with committee members

*Examples*: Month[s], checks and deposits and paper trail

- last person compiles the input for the Audit form and any findings/recommendations [have meeting?]
ELECTRONIC MEETING

- Set up Secure meeting by requiring registration
- Share Documents
- Review together
- Circulate Audit form for Signatures
Section B

1. Does amount shown on first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in checkbook register, ledger, treasurer’s report and ending balance of audit from previous annual audit? □ Y □ N

2. Were bank statements reconciled monthly by the treasurer and signed by another person not authorized to sign checks or related to a check signer? □ Y □ N

3. Did all checks written contain two signatures (President, Treasurer or other Elected Official / bank signatory)? □ Y □ N

4. Were all checks properly recorded in checkbook register, ledger and with treasurer reports? □ Y □ N

5. Were all bank charges and interest recorded in checkbook register, ledger and treasurer reports? □ Y □ N

6. Did the PTA purchase insurance? □ Y □ N

7. Were all check requests and reimbursement authorizations approved by the president or designee and contain receipts? □ Y □ N

8. Did the PTA make payments by credit card or debit card? □ Y □ N

9. Did the PTA use Cash Verification Forms or Cash Count Sheet? □ Y □ N

10. Were all funds received and counted by two persons and verified by the treasurer? □ Y □ N

11. Did funds received match deposits recorded in the checkbook register ledger and treasurer reports? □ Y □ N

12. Was income spent according to the approve/amended budget? □ Y □ N

13. Did the general membership meeting minutes include budget approval? □ Y □ N

14. Did the general membership meeting minutes include a motion and vote for approval of all budget amendments? □ Y □ N

15. _______ # of memberships sold _________ # of membership dues paid to the state - Do they match? □ Y □ N

Please contact and return the completed audit to the new incoming treasurer. Incoming Treasurer cannot write checks until audit is completed.

Outgoing Treasurer’s Signature: ___________________________ Date: ___________________________

Daytime Phone Number: ___________________________ Email: ___________________________

Incoming Treasurer’s Name: ___________________________ Email: ___________________________

Daytime Phone Number: ___________________________ Email: ___________________________

Rev 2018-2019
PTA ANNUAL AUDIT/FINANCIAL REVIEW FORM (Page 2 of 2)

Date of Audit: __________________________ 8 Digit Local PTA Unit ID __________________________

PTA/PTSA Name: __________________________ County: __________________________

Dates covered by this Audit/Fiscal Year: July 1, 20________ to June 30, 20________

Check numbers covered by this audit: Beginning check # __________________________ Ending check # __________________________

1. BALANCE ON HAND (at time of last audit on June 30th of previous year) $ __________________________

2. RECEIPTS/INCOME received since last audit $ __________________________

3. TOTAL CASH (add Line 1 and Line 2 together for Total Cash) $ __________________________

4. EXPENSES/DISBURSEMENTS since last audit $ __________________________

5. BALANCE ON HAND as of date of audit (subtract Line 4 from Line 3) $ __________________________ ★

6. BANK STATEMENT BALANCE as of June 30, 20________ $ __________________________

7. OUTSTANDING CHECKS (write total amount of outstanding checks) $ __________________________

<table>
<thead>
<tr>
<th>Date of Check</th>
<th>Check #</th>
<th>Amount of Transaction</th>
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8. Balance in Checking Account (Subtract Line 7 from Line 6) $ __________________________ ★

*Reconciliation Note: Line 5 and Line 8 must be the same to balance the PTA books to bank.*

If receipts reported on line 2 is greater than or equal to $50,000, and your average gross receipts for the past (3) years are greater than $50,000, YOU MUST COMPLETE THIS SECTION below to calculate the Gross Income and Total Expenses to be used on your IRS Form 990EZ or 990 (long form).

9. Total Members Paid for this Fiscal Year _______ x $3.50 = (payments made to PTA) $ __________________________

10. Subtract line 9 from line 2 to calculate Gross Receipts used for IRS reporting on Form 990 $ __________________________

11. Subtract line 9 from line 4 to calculate Total Expenses used for IRS reporting on Form 990 $ __________________________

This audit must be completed before filing the IRS 990. Please provide a copy of this audit to the person preparing your Form 990.
**PLEASE CHECK ONE:**

- [ ] I (We) have audited the books and find them to be correct.
- [ ] I (We) have audited the books and found the following problems and or/make these suggestions.
- [ ] I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance.

**AUDIT COMMENTS REQUIRED:** If the audit committee finds missing funds, inadequate records, or if standard best practices and accounting procedures are not used, this information must be detailed on attached findings and recommendations.

- [ ] I (We) have attached our findings/recommendations to this form.

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<thead>
<tr>
<th>Auditor 1 /Reviewer Signature</th>
<th>Auditor 2 /Reviewer Signature</th>
<th>Auditor 3 /Reviewer Signature</th>
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</thead>
<tbody>
<tr>
<td>Professional Auditor or CPA</td>
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</tr>
<tr>
<td>Printed Name Auditor 1 /Reviewer</td>
<td>Printed Name Auditor 2 /Reviewer</td>
<td>Printed Name Auditor 3 /Reviewer</td>
</tr>
</tbody>
</table>

**Current President’s Signature**

**Current Treasurer’s Signature**

**FLORIDA PTA COMPLIANCE:** (1) A copy of the signed and dated Audit Report must be submitted to Florida PTA by September 30 annually. (2) Once the appropriate 990 is filed with the IRS, on to before November 15, you are required to forward an “accepted” copy of the 990N or a complete signed and dated copy of the 990EZ or 990 to Florida PTA. Include copies of all 990EZ and 990 Schedules.

Rev 2018.2019
FINDINGS/RECOMMENDATIONS

Findings:

Income:
12/20/2019–$45.57 no deposit slip to document, Treasurer research indicates for Holiday Spirit Night

Expense:
02/07/2020 Ck #1469 written to: Madden Inc. with no invoice or check request form, Treasurer unable to locate invoice or form and believes it was emailed. Subsequent to audit documentation was provided.

Recommendations:
All transactions must have deposit form and deposit slip.
No check should be written without an invoice or check request form.
REQUIREMENTS AFTER THE AUDIT

Treasurer presents the audit report at the NEXT general meeting where it is adopted by the members.

To remain in good standing, PTAs are required to forward a completed dated and signed COPY of the Audit/Financial Review to Florida PTA upon completion.

Email Audit Report to: audit@floridapta.org by August 31, 2020
NEXT: File with IRS!

THANK YOU,
Karen Mazzola

• QUESTIONS?
• audit@floridapta.org
• treasurer@floridapta.org