

PTA ANNUAL AUDIT/ FINANCIAL REVIEW FORM (PAGE 1 OF 2)



(2017/2018)

Purpose: To meet audit compliance requirements in the bylaws. Instructions follow:

- The Executive Board shall select an audit committee or auditor annually according to the Local Unit Bylaws, Article VII, Section 5. The PTA/PTSA Treasurer shall submit to the auditor(s) all financial records and forms listed below after the end of the fiscal period, June 30, each year. **The completed audit must be presented and adopted by the members at the first general membership meeting in the following year.** To remain in good standing, PTAs are required to email or mail a completed and signed copy of the Audit/Financial Review to Florida PTA. It must be postmarked, emailed or faxed on or before the last business day of September.

• **Email to:** audit@FloridaPTA.org. **FAX:** 407-240-9577

Mail to: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809

Date Completed:		8 Digit Local Unit ID #:	
PTA Name:		County:	
Audit Committee Contact Person:		PTA Position:	
Street Address		Apt. Number	
City	Zip	Email	
Cell Phone		Home Phone	

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:

- | | |
|---|--|
| <input type="checkbox"/> All Bank Statements | <input type="checkbox"/> Treasurer’s Ledger Book (also referred to as a cash book) |
| <input type="checkbox"/> All Deposit Receipts | <input type="checkbox"/> A copy of “Annual Financial Review (PTA Audit)” from Florida PTA Kit of Materials, Section 3, Dollars and Sense |
| <input type="checkbox"/> All Cash Verification Forms and receipts | <input type="checkbox"/> Checkbook and Checkbook Register |
| <input type="checkbox"/> All Check Request forms with receipts/ bills attached | <input type="checkbox"/> Cancelled checks |
| <input type="checkbox"/> Treasurer’s reports from all PTA/PTSA meetings including final general membership Annual Meeting | <input type="checkbox"/> Receipts of bills paid or itemized statements |
| <input type="checkbox"/> Copy of Final Approved budget and all amendments (approved by the members) | <input type="checkbox"/> Copy of last annual audit report, (as of June 30 previous year) |
| <input type="checkbox"/> Copies of all board, executive committee and association meeting minutes (From Secretary’s Procedure Book) | <input type="checkbox"/> If any were conducted, copies of any interim audits that were conducted during the year |
| <input type="checkbox"/> Current copy of approved local unit bylaws | <input type="checkbox"/> Filed copy of IRS Form 990, 990EZ or 990N (e-Postcard) confirmation Email from previous tax year. |

Section B

- 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
- 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
- Did all checks written contain two signatures (President, Treasurer or other Elected Official / bank signatory)? Y N
- Were all checks properly recorded in checkbook register, ledger and with treasurer reports? Y N
- Were all bank charges and interest recorded in checkbook register, ledger and treasurer reports? Y N
- Did the PTA purchase insurance? Y N
- Were all check requests and reimbursement authorizations approved by the president or designee and contain receipts? Y N
- Did the PTA make payments by credit card or debit card? Y N
- Did the PTA use Cash Verification Forms or Cash Count Sheet? Y N
- Were all funds received counted by two persons and verified by the treasurer? Y N
- Did funds received match deposits recorded in the checkbook register ledger and treasurer reports? Y N
- Was income spent according to the approve/amended budget? Y N
- Did the general membership meeting minutes include budget approval? Y N
- Did the general membership meeting minutes include a motion and vote for approval of all budget amendments? Y N
- _____ # of memberships collected? _____ # of memberships dues submitted to the state? Y N

Please contact and return the completed audit to the new incoming treasurer.

Outgoing Treasurer’s Signature _____ Date _____

Daytime Phone Number _____ Email _____

Incoming Treasurer’s Name _____

Daytime Phone Number _____ Email _____

PTA ANNUAL AUDIT / FINANCIAL REVIEW FORM (PAGE 2 OF 2)
 (2017-2018)



Date of Audit: _____ 8 Digit Local Unit ID# _____

PTA/PTSA Name: _____ County _____

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

1. Balance on Hand (From Audit as of June 30 of Previous Year).....\$ _____
2. Receipts / Income Received (Since Date of Last Audit).....\$ _____
3. **Total Cash (Add Line 1 and Line 2 together for Total)**.....\$ _____
4. Expenses / Disbursements (Since Date of 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. Beginning Check Number _____ Ending Check Number _____
8. Checks/Transactions Outstanding as of June 30 (List check number/transaction, date and amount, use additional sheet, if needed.)

Outstanding Check Number/Transaction	Date of Check	Amount of Outstanding Check/Transaction

9. Total Amount Outstanding Checks (total from table above)..... \$ _____
10. **Balance in Checking Account (Subtract line 9 from line 6)** \$ _____

Reconciliation Note: Amounts on Line 5 and Line 10 should be the same.

Total Members paid for in current year _____ X \$3.50 = _____

- **Calculate Total Income/Receipts used for IRS reporting on Form 990** \$ _____
 Total Members in current year _____ X \$3.50 = _____ (Amount of payment(s) to FPTA)
 (Subtract Amount of payment(s) to Florida PTA for State & National Dues **from Line 2**, income, above)
- **Calculate Total Expenses/Disbursements used for IRS reporting on Form 990** \$ _____
 Total Members in current year _____ X \$3.50 = _____ (Amount of payment(s) to FPTA)
 (Subtract Amount of payment(s) to Florida PTA for State & National Dues **from Line 4**, expenses, above)

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

Auditor 1/ Reviewer Signature	Auditor 2/ Reviewer Signature	Auditor 3 / Reviewer Signature
Printed Name Auditor 1/ Reviewer	Printed Name Auditor 2/ Reviewer	Printed Name Auditor 3 / Reviewer
President's Signature	Treasurer's Signature	Date

The auditor/auditing committee report must be in writing. If the auditing committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted on the attached findings / recommendations. *Note: A copy of the Financial Review/Audit must be submitted to Florida PTA by the last business day in September. Once the appropriate 990 is filed with the IRS on or before November 15, you are required to forward a copy to Florida PTA.*