

Audit Report for Local PTAs



Name of PTA/PTSA: Mantua Elementary School PTA

EIN Number: 541504155 Date of Audit: 7/30 -8/2/2017

Audit period from JULY 1, 2016 to JUNE 30, 2017

Presented to PTA executive board on: 8-4-17 (date) and adopted by your General Membership on: 9-8-17 (date). @ 10:44AM

Date of last audit: 09/02/2016.

Last audit covered the period from JULY 1, 2015 to JUNE 30, 2016.

PTA District: Northern Virginia (NOVA) ~~FAIRFAX COUNTY~~ PTA Council: FAIRFAX COUNTY

Signed: Sam Lehn Signed: Nicole Willis
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 audit of this association.

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

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

Audit Committee:	Auditor:
Signed: <u>[Signature]</u>	Signed: _____
Print Name: <u>Emily Moss</u>	Printed Name: _____
<i>Audit Committee Chair</i>	Organization: _____
Phone: <u>703 508 4897</u>	Address: _____
Signed: <u>David J. Ebeland</u>	_____
<i>Audit Committee Member</i>	Phone number: _____
Signed: <u>Vm Clapp</u>	
<i>Audit Committee Member</i>	

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

Officer Information:

President during audit period: **SAM LEIBER** phone: **(703) 981-2805**

Treasurer during audit period: **NICOLE WILLIS** phone: **(513) 257-1195**

Secretary during audit period: **KRISTINA CLARKE** phone: **(703) 591-0348**

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit 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 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? (not yet signed by Sam)	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained? Location: <u>MANTUA ELEMENTARY SCHOOL</u> Address: <u>9107 HORNER CT., FAIRFAX, VA 22031</u> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Budget:	Treasurer	Audit Committee
<p>1. Was the budget adopted by the general membership? When?</p> <p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9-9-16 <i>(date)</i>	<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? • Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? • Does the budget show all sources of income, totaled and balanced, against all total expense categories? • Was the budget reviewed by the Board before general membership adoption? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No EXECUTIVE BOARD	
	<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	
<p>2. Was a budget report presented at every PTA board/general membership meeting?</p> <p>If no, Comments: Recommendation: A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See "Meetings" Folder for P&L vs. Actual Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Is a copy of the adopted audit report sent to the state office each year?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>4. Are there any irregularities in the budgeted amounts to actual expenses/income?</p> <p>If yes, Comments: For Spirit Wear and Yearbook Expenses, more purchases were made by community, as such expenses and income were higher for these line items. For Drama Club Expenses, additional expenses were needed to rent lights and purchase connectors/cables as the application to borrow equipment from FCPS was not processed in a timely manner by administration. There were also additional T-shirt and concession expenses. These overages were reviewed by the general membership and noted within the budget file. Recommendation: any budget amendment over \$300 must be approved by your general membership.</p>	See Notes on last P&L vs. Actual Report	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Treasurer's Reports:	Treasurer	Audit Committee
<p>1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting?</p> <p>If no,</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comments: 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.		
<ul style="list-style-type: none"> Were the reports clear, concise and easily understood? Did the reports show, in detail, the source(s) of all income and expenses? 	<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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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

Bank Reconciliation:	Treasurer	Audit Committee
1. Were the bank statements reconciled every month? If no , when were they reconciled? Comments: Recommendation: Bank statements must be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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: Recommendation: Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement? <i>Reconciles with \$1.50 interest payment on 7/11/17 on bank statement.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Financial Procedures and Controls:	Treasurer	Audit 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 December 1st? If no , Comments: Will recommend to membership coordinators that roster must be sent before December 1 st to ensure timely payment. Recommendation: Membership funds belonging to Virginia and National PTA are transfer funds and should be remitted to Virginia PTA.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *Sent 12/27/16 *Had to wait for Membership Coordinators to send Membership Roster.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> Do the deposit records for membership match the membership numbers? If no ,		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>Comments: Yes, to the extent that approx. 89 members paid \$14.04 (online member planet transaction) vs. \$15 cash or check.</p> <p>Recommendation:</p>		
<p>What was the PTA's total membership count for the year?</p>	<u>355</u>	
<p>PTA membership dues are <u>\$15 (cash/cks) or \$14.04 (electronically)</u> per member for the <u>2016-2017</u> school year.</p>		
<p>What was the date and dollar amount of dues sent to Virginia PTA?</p> <ul style="list-style-type: none"> ○ Date: <u>12/27/16</u> Amount: <u>\$1,297.50</u> ○ Date: <u>03/01/17</u> Amount: \$ <u>22.50</u> ○ Date: <u>05/29/17</u> Amount: \$ <u>11.25</u> 		
<p>What was the amount of dues paid to Council, if applicable?</p> <ul style="list-style-type: none"> ○ Date: <u>12/27/16</u> Amount: <u>\$86.50</u> ○ Date: <u>05/30/17</u> Amount: \$ <u>2.25</u> 		
<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Was every expense checked against the budget before authorization? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Were receipts and invoices matched against the request before payment? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Is there a time limit for reimbursements? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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.</p>	<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
<ul style="list-style-type: none"> • Was the check register kept current? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Are all checks used in sequential order? <i>The Audit Committee obtained reasonable assurance that there are no missing checks.</i> 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> • 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
<p>Were there any checks written to "cash" or cash withdrawals? If yes, list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Comments: Recommendation: NEVER write a check to "cash". There is no record of how your PTAs funds were spent.		
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? <u>United Bank</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the PTA/PTSA have a savings account? With which bank? _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the PTA/PTSA have any certificates of deposit? With which bank? _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the PTA/PTSA have a debit card? If yes, Comments: Virginia PTA strongly advises units not to hold debit cards as they can be easily misused. Recommendation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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? Comments: 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). Recommendation:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were all funds deposited promptly? (within the next business day) If no, how much time lapsed? Comments: Funds were all deposited with 1-2 business days, depending on family/weekend schedules. 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	

Insurance:	Treasurer	Audit Committee
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 members, schoolchildren or other third parties where PTA projects or activities may result in an accident?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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

Internal Revenue Service (IRS) and Tax Forms:	Treasurer	Audit Committee
1. What is the PTA/PTSA's Employer Identification Number (EIN)? <u>541504155</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Audit Report for: Mantua Elementary School PTA

EIN: 541504155

Date of audit: 7/30 -8/2/2017

Audit period from 07/01/2016 to 06/30/2107

Last audit period from 07/01/2015 to 06/30/2016. Ending balance: \$ 18,189.27.

1. Beginning Balance (Should match prior audit "Ending Balance")	\$ 18,589.27
**Ck#9380 was voided and reissued in next fiscal year on Ck#9398	
2. Receipts (<i>Total of all deposits and credits</i>)	\$ 133,356.59
3. Add line 1 and line 2:	\$ 151,945.86
4. Expenses (<i>Total of all checks written and debits</i>)	\$ 145,688.18
5. Subtract line 4 from line 3 for "ENDING BALANCE" (<i>Should match check register</i>)	\$ 6,257.68

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:	\$ 8,626.11	
Outstanding Checks:		
Check #	Payable to:	Amount
9339	Joyce Hough	\$ 25.00
9479	Joyce Hough	\$ 25.00
9560	Marcela Hughes	\$ 4.00
9622	Heather Hill	\$525.00
9630	Kristina Clark	\$ 37.02
9635	Fun Events	\$802.25
9637	Kristina Clark	\$305.48
9639	Christine Clifford	\$119.75
9640	Shannon Murphy	\$ 66.51
9641	Julie Middleton	\$123.92
9642	Heather Hill	\$333.00
	Total outstanding checks:	\$ 2,366.93
7. Subtract total for Outstanding Checks from Line 6.	\$ 6,259.18	
Outstanding Deposits		
Source of Deposit	Amount	
Interest rec'd in July	1.50	
TOTAL OUTSTANDING DEPOSITS:	\$1.50	

8. Add total Outstanding Deposits to Line 7. (Subtracted as amount not received until July per bank statement dated July 11, 2017. Will be recorded in 2017 ledger by Treasurer)	\$ 6,257.68
9. Enter amount in line 8 to verify "ENDING BALANCE" <i>Should match check register and amount in Line 5.</i>	\$ 6,257.68