

Workshop # 501

How To Audit

Auditor Duties

- Reviews financial transactions through all records
- Ensures proper accounting for receipts
- Ensures expenditures have been authorized in the minutes
- Reviews conformity to PTA rules and procedures

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Audit Checklist

- *Financial records should be provided by the financial secretary and/or treasurer*
- *Committee reports will be provided by the chairpersons*
- *Executive board and association minutes will be provided by the secretary, which should have copies of any reports provided at meetings.*
- *Any records which are not provided should be noted in your recommendations.*

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Audit Procedure

- Audit each account separately
- Circle YES or NO as each item is completed
- All “NO” answers require a recommendation which should be noted as you work.
- Check off items as reviewed in red ink
- Corrections can only be made by the person who created the original report.

3183	09/02	Elena Chandler	Newsletter	55.96				1,044.17
3184	09/02	Teacher -- Room 1	Mini Grant	100.00	\$200/JH			844.17

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Beginning Balance Records

Audit Report – From PRIOR Period

Date:	July 7, 20xx	Fiscal Year:	July 1 through June 30
Name of Unit	ABC School PTA	IRS EIN Number	94-4927581
Council	XYZ Council PTA	PTA District	Sixty-fifth
Bank Name	My Bank & Trust	Account #	0123-4567890
Bank Address	394 Main Street	City/Zip	Idyllwild 98765

Dates covered by this audit: January 1 through June 30, 20xx
 Check numbers reviewed in this audit: 3145 through 3178

BALANCE ON HAND at time of last audit	<u>December 31, 20xx</u> (date)	\$	2,303.56
RECEIPTS since last audit		\$	12,028.24
	TOTAL	\$	14,331.80
DISBURSEMENTS since last audit		\$	12,795.60
BALANCE ON HAND	<u>June 30, 20xx</u> (date)	\$	1,536.20

Check Register								
Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
	07/31	Balance forward						1,536.20

Treasurers Report	
ABC School PTA	
July 1 to August 31, 20xx	
Balance forward July 1, 20xx	\$ 1,536.20

Compare Balances on Reports

Bank Reconciliation

My PTA Bank and Trust Account 0123-457890

ABC School PTA Bank Statement Period Ending September 30

Balance Forward:	1,666.70
Deposits / Credits:	6,119.07
Withdrawals / Debits:	742.15
Ending Balance	7,043.62

Date	Description	Withdrawals / Debits	Deposits / Credits
09/04	CK # 3178	150.00	
09/02	CK # 3179	48.92	
09/02	CK # 3180	8.23	
09/02	CK # 3181	175.00	
09/02	CK # 3185	150.00	
09/02	CK # 3186	200.00	
09/03	Deposit		4,977.36
09/29	Deposit		1,140.00
09/30	Checking Interest		1.71
09/30	Account Service Charge	10.00	

Reconciled by
treasurer only

Recommendation
required

Bank Statement Reconciliation

Current Bank Statement Balance	\$7,043.62
Outstanding Deposits/Credits	0.00
Outstanding Withdrawals/Debits	(1,107.78)
Ck # 3182	(184.42)
Ck # 3183	(55.96)
Ck # 3184	(200.00)
Ck # 3187	(667.40)
Total Outstanding Debits	(1,107.78)
Reconciled Bank Statement Balance	\$ 5,935.84
Check Register Balance	\$ 5,935.84

*Reconciled by Julie Hamada, Treasurer
Date: September 30, 20xx*

Treasurers Report
ABC School PTA
September 1 to 30, 20xx

BALANCE ON HAND, SEPTEMBER 30, 20xx **\$ 5,935.84**

Treasurers Signature: Julie Hamada Date: 9/30/xx

Compare
balances on
all reports

09/30	Checking Service Charge		✓	10.00	5,934.13
09/30	Checking Interest		✓	1.71	5,935.84

AUDITED BY: Melissa Camp, Auditor -- October 5, 20xx

Slide 7

Bank Reconciliation (Checks)

ABC School PTA 003179
 123 Any Street
 Idyllwild, CA 98765
 September 2 20 xx

PAY TO THE ORDER OF Rachel Nelson \$ 48.92
 Fortv-eight and 92/100 DOLLARS

Louise Weiss
Julie Hamada
 TWO SIGNATURES REQUIRED

FOR: Candidates Forum School Board
 B | 0001097 | B 987612345 | 01234567890 | B

Check Register				
Number	Date 20xx	Description of Transaction	Memo	Payments (-)
	07/31	Balance forward		
	07/31	Checking Service Charge		
	07/31	Checking Interest		
	08/31	Checking Service Charge		
	08/31	Checking Interest		
3179	09/02	Rachel Nelson	Candidates Forum	48.92

All checks signed by two officers president, treasurer and one other elected officer

- Verify all checks have been recorded
- Checkbook register
 - Disbursement ledger
 - Financial Secretary's Reports
 - Treasurer's Reports

Sample Ledger - Disbursements

Date 20xx	Paid To	Check No.	Total Disbursement	Dues	Programs	Fund Raising Expenses	Misc.
07/31	Checking Service Charge		10.00				10.00
08/31	Checking Service Charge		10.00				10.00
09/02	R. Nelson, Candidates Forum	3179	48.92		48.92		

Financial Secretary's Report
 ABC School PTA
 September 1 through 30, 20xx

Authorizations for payment

09/02/xx R. Nelson, Candidates Forum Ck # 3179 \$ 48.92

Treasurers Report
 ABC School PTA
 September 1 to 30, 20xx

EXPENSES

09/02 #3179 Rachel Nelson, Candidates Forum \$ 48.92

Bank Reconciliation (Deposits)

COINS		CHECKS	
#	Amount	#	Amount
242	x .01	242	\$ 65.02
143	x .05		\$ 35.02
249	x .10		\$ 78.35
276	x .25		\$ 9.39
1	x .50		\$ 98.27
3	x 1.00		\$ 60.39
TOTAL: \$ 106.97			\$ 32.94

CURRENCY		TOTAL	
#	Amount	#	Amount
176	x 1.00		\$ 176.00
48	x 5.00		\$ 240.00
65	x 10.00		\$ 650.00
83	x 20.00		\$ 1,660.00
3	x 50.00		\$ 150.00
3	x 100.00		\$ 300.00
TOTAL: \$ 3,176.00			\$ 194.82

GRAND TOTAL: \$ 4,977.36			
Verified By: Carol O'Sullivan, Chair	Date: 9/2/xx	Amount: \$ 4,977.36	
Verified By: Elsie Gardner, Volunteer Coord.	Date: 9/2/xx	Amount: \$ 4,977.36	
Treasurer: C. Robinson, Financial Secy.	Date: 9/2/xx	Amount: \$ 4,977.36	

Verify all deposits have been recorded

- Checkbook register
- Disbursement ledger
- Financial Secretary's reports
- Treasurer's reports

Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
	09/03	Deposit	Winter Craft Fair		✓		4,977.36	5,471.53

ABC School PTA		
September 1 through 30, 20xx		
Receipts		
09/03/xx	Winter Craft Fair	\$ 4,977.36

Date 20xx	Received From	Deposits	Total Receipts	Membership Dues			Fund Raising	Other
				Local	CDS/N			
09/03	Winter Craft Fair	4,977.36	4,977.36				4,977.36	

ABC School PTA		
September 1 to 30, 20xx		
INCOME		
09/03/xx	Winter Craft Fair	\$ 4,977.36

Bank Charges & Interest

My PTA Bank and Trust		Account 0123-457890	
Bank Statement		ABC School PTA	
Period Ending July 31			
Balance Forward:	2,120.17		
Deposits / Credits:	0.25		
Withdrawals / Debits:	427.47		
Ending Balance	1,692.95		
Date	Description	Withdrawals / Debits	Deposits / Credits
07/15	CK # 3174		305.80
07/28	Ck # 3175		17.87
07/28	Ck # 3176		93.80
07/31	Account Service Charge		10.00
07/31	Checking Interest	.25	

Verify bank charges and interest have been recorded

- Checkbook register
- Receipts ledger
- Disbursement ledger
- Financial Secretary's reports
- Treasurer's reports

Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
	07/31	Balance forward						1,536.20
	07/31	Checking Service Charge			✓	10.00		1,526.20
	07/31	Checking Interest			✓		0.25	1,526.45

Date 20xx	Received From	Deposits	Total Receipts	Membership Dues		Fund Raising	Other
				Local	CDS/N		
07/31	Checking Interest	.25	.25				.25

Date 20xx	Paid To	Check No.	Total Disbursement	Dues	Programs	Fund Raising Expenses	Misc.

Receipts			
07/31/xx	Checking Interest	\$	0.25
Authorizations for payment			
07/31/xx	Checking Service Charge	\$	10.00

INCOME			
07/31	Checking Interest	\$.25
EXPENSES			
07/31	Checking service charge	\$	10.00

Membership Income

Verify membership recorded and deposited equals total number of memberships
114 Members
\$ 1,140.00 total

\$ 10.00 total per member
\$ 6.40 retained by unit
\$ 3.60 forwarded to council

Financial Secretary's Report ABC School PTA September 1 through 30, 20xx		
Receipts		
09/29/xx	Membership, 114 @ \$10.00	1,140.00

Financial Secretary records total deposit
Treasurer records breakdown for portions to be kept by the unit or to be forwarded through channels to council, district, state, and national PTAs

Summary Information for ABC School PTA	
ARTICLE IV - MEMBERSHIP AND DUES	
Section 4	
Each member of the association shall pay	\$ 10.00 per member
a. Payable to National	\$ 1.75 per member
b. Payable to California State PTA	\$ 1.25 per member
c. Payable to Sixty-fifth District	\$.50 per member
d. Payable to XYZ Council	\$ 10 per member
e. Forward to council	\$ 3.60 per member
Section 6, first remittance through council	November 1st

Treasurers Report ABC School PTA September 1 to 30, 20xx		
INCOME		
09/29/xx	Membership, 114 @ \$6.40ea	729.60
INCOME NOT BELONGING TO UNIT		
09/30	Membership, 114 @ \$3.60ea	\$ 410.40

Sample Ledger - Receipts							
Date 20xx	Received From	Deposits	Total Receipts	Membership Dues		Fund Raising	Other
				Local	CIDSN		
09/29	Membership (114 @ \$10.00each)	1,140.00	1,140.00	729.60	410.40		

Membership Expense

Verify membership recorded and forwarded through channels equals total number of memberships:
114 Members
@ \$3.60 each
\$410.40 total

Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
3187	09/15	XYZ Council PTA	Ins., Mmbr, Cncl dues	667.40				4,804.13

Date 20xx	Paid To	Check No.	Total Disbursement	Dues	Programs	Fund Raising Expenses	Misc.
09/15	XYZ Council PTA, Insurance	3187	667.40				207.00
	Council dues	-	-				50.00
	114 members @ \$3.60	-	-	410.40			

Check register, disbursements ledger, financial secretary and treasurer reports should display the same amounts

Authorizations for payment
<small>Note: A Payment Authorization form is not required for funds not belonging to unit such as membership, insurance or freewill offering.</small>

EXPENSES NOT BELONGING TO UNIT
09/30 #3187 XYZ Council PTA, membership 114 @ \$3.60ea \$ 410.40

Insurance Premium

- Policy covers January 5 through January 4
- Financial mailing & premium notice mailed in November to all presidents
- Payments to be sent through channels (unit to council to district to state)
- If not received in the State office by January 31st a late fee of \$25.00 will be assessed by the California State PTA

Check Register								
Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
3187	09/15	XYZ Council PTA	Ins, Mnbr, Cncl dues	667.40				4,804.13

Sample Ledger - Disbursements							
Date 20xx	Paid To	Check No.	Total Disbursement	Dues	Programs	Fund Raising Expenses	Misc.
09/15	XYZ Council PTA, Insurance	3187	667.40				667.40
	Council dues	-					50.00
	114 members @ \$3.60	-		410.40			

Check register, disbursements ledger, financial secretary and treasurer reports should display the same amounts

Financial Secretary's Report	
ABC School PTA	
September 1 through 30, 20xx	
Authorizations for payment	
<i>Note: A Payment Authorization form is not required for funds not belonging to unit such as membership, insurance or freewill offering.</i>	

Treasurers Report			
ABC School PTA			
September 1 to 30, 20xx			
EXPENSES	09/15	#3187 XYZ Council PTA, insurance & council fees	257.00

Executive Board Minutes

Verify all expenditures have been approved and recorded in the Executive Board Minutes

Compare minutes to list of payments authorized and checks issued recorded on the Financial Secretary and Treasurer reports

An approved budget is not authorization to make payments

List those expenditures not approved on your recommendation report

ABC SCHOOL PTA – Executive Board Meeting
September 2, 20xx, 7:30 PM in the school Library

Julie Hamada moved to issue checks for the following payment authorizations, motion adopted.

Rachel Nelson	Candidates Forum	\$48.92	Elena Chandler	Newsletter	\$55.96
Robert Newman	Hospitality	\$8.23	Teacher-Room 1	Mini-grant	\$200.00
Sarah Franklin	Cultural Arts Fest.	\$175.00	Teacher-Room 5	Field Trip	\$150.00
Office Supply Store	Winter Craft Fair	\$184.42	Teacher-Room 8	Mini-grant	\$200.00

Payments authorized recorded on financial secretary report
Checks issued recorded on treasurer reports

Financial Secretary's Report
ABC School PTA
September 1 through 30, 20xx

Authorizations for payment

09/02/xx	R. Nelson, Candidates Forum	Ck # 3179	\$ 48.92
09/02/xx	R. Newman, hospitality	Ck # 3180	8.23
09/02/xx	S. Franklin, Cultural Arts Fest.	Ck # 3181	175.00
09/02/xx	Office Supply Store, Winter Craft Fair	Ck # 3182	184.42
09/02/xx	E. Chandler, newsletter	Ck # 3183	55.96
09/02/xx	Teacher-Room 1, mini grant	Ck # 3184	200.00
09/02/xx	Teacher-Room 5 field trip	Ck # 3185	150.00
09/02/xx	Teacher-Room 8 mini grant	Ck # 3186	200.00

Treasurers Report
ABC School PTA
September 1 to 30, 20xx

EXPENSES

09/02	#3179	Rachel Nelson, Candidates Forum	\$ 48.92
09/02	#3180	Robert Newman, Hospitality	8.23
09/02	#3181	Sarah Franklin, Cultural Arts & Food Fair	175.00
09/02	#3182	Office Supply Store, Winter Craft Fair	184.42
09/02	#3183	Elena Chandler, Newsletter	55.96
09/02	#3184	Teacher Room 1, mini grant	200.00
09/02	#3185	Teacher Room 5, field trip	150.00
09/02	#3186	Teacher Room 8, mini grant	200.00
09/15	#3187	XYZ Council PTA, insurance & council fees	257.00
09/30		Checking Service Charge	10.00

EXPENSES NOT BELONGING TO UNIT

09/30	#3187	XYZ Council PTA, membership 114 @ \$3.60ea	\$ 410.40
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Committee Reports

COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

Activity Details:
Name of activity: _____ Date held: _____ Time: _____
Location: _____ Approved by PTA membership on: _____ (date)
Presented in cooperation with (list group, agency or organization): _____

Goals:
Money to be used for: _____

Committee Details:
Chairman: _____ Secretary: _____
Members (including students): _____
Consultants: _____

Meetings:
Date(s) meetings were held: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Financial Details:

Proposed budgeted income	\$ _____	Actual income	\$ _____
Proposed budgeted expense	\$ _____	Actual expense	\$ _____
		Net income	\$ _____

Volunteer Details: Number of volunteers needed to conduct activity adequately: _____ Total volunteer hours: _____

Recommendation: Do again Do NOT do again Do again, but modify (explain in #11 below)

Report Details: Attach any detailed information as requested.

- Was insurance company contacted prior to planning? Yes No Cost? _____
Was extra coverage required? Yes No
- Was the Insurance and Loss Prevention guide reviewed prior to event? Yes No
- Was a written contract required? Yes No
- Was the timing of the activity appropriate? Yes No
Association approval? Yes No Signed by president & 1 elected officer? Yes No
If not, suggest more appropriate date(s): _____
- Attach a detailed timeline to report.
- Were there any special requirements? Yes No
Explain: _____
- How was activity publicized?
Attach any articles or flyers
- Specify equipment needs: _____
- Special contacts/contact information (Speakers, judges, service providers): _____
- Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
- Additional comments: _____

NOTE:
The California State PTA strongly suggests that any fundraiser be audited immediately if a large amount of monies was raised.

Prepared by: _____ Date: _____

Report due 30 days after completion of activity.

To be presented:

- Within 30 days after the event has been held.
- At executive board meetings in detail.
- At association meetings in summary.

Compare income and expense information to other financial reports on file.

Association Minutes

Verify all expenditures have been approved and recorded in the association minutes following recommendations of the executive board

Compare minutes to list of payments authorized and checks issued recorded on the financial secretary and treasurer reports

An approved budget is not authorization to make payments

List those expenditures not approved on your recommendation report

ABC SCHOOL PTA – Association Meeting
September 2, 20xx, 8:00 PM in the school Library

Julie Hamada moved to issue checks for the following payment authorizations, motion adopted.

Rachel Nelson	Candidates Forum	\$48.92	Elena Chandler	Newsletter	\$55.96
Robert Newman	Hospitality	\$8.23	Teacher-Room 1	Mini-grant	\$200.00
Sarah Franklin	Cultural Arts Fest	\$175.00	Teacher-Room 5	Field Trip	\$150.00
Office Supply Store	Winter Craft Fair	\$184.42	Teacher-Room 8	Mini-grant	\$200.00

Payments authorized recorded on financial secretary report
Checks issued recorded on treasurer reports

Financial Secretary's Report
ABC School PTA
September 1 through 30, 20xx

Authorizations for payment

09/02/xx	R. Nelson, Candidates Forum	Ck # 3179	\$ 48.92
09/02/xx	R. Newman, hospitality	Ck # 3180	8.23
09/02/xx	S. Franklin, Cultural Arts Fest.	Ck # 3181	175.00
09/02/xx	Office Supply Store, Winter Craft Fair	Ck # 3182	184.42
09/02/xx	E. Chandler, newsletter	Ck # 3183	55.96
09/02/xx	Teacher-Room 1, mini grant	Ck # 3184	200.00
09/02/xx	Teacher-Room 5 field trip	Ck # 3185	150.00
09/02/xx	Teacher-Room 8 mini grant	Ck # 3186	200.00

Treasurers Report
ABC School PTA
September 1 to 30, 20xx

EXPENSES

09/02	#3179	Rachel Nelson, Candidates Forum	\$ 48.92
09/02	#3180	Robert Newman, Hospitality	8.23
09/02	#3181	Sarah Franklin, Cultural Arts & Food Fair	175.00
09/02	#3182	Office Supply Store, Winter Craft Fair	184.42
09/02	#3183	Elena Chandler, Newsletter	55.96
09/02	#3184	Teacher Room 1, mini grant	200.00
09/02	#3185	Teacher Room 5, field trip	150.00
09/02	#3186	Teacher Room 8, mini grant	200.00
09/15	#3187	XYZ Council PTA, insurance & council fees	257.00
09/30		Checking Service Charge	10.00
EXPENSES NOT BELONGING TO UNIT			
09/30	#3187	XYZ Council PTA, membership 114 @ \$3.60ea	\$ 410.40

Authorizations for Payment

Must be signed by the following two officers: secretary and president

Must be written for amounts approved in the minutes

Must have a receipt or invoice attached

List those expenditures not approved on your recommendation report

Your PTA **PTA** *everychild.one voice.* PAYMENT AUTHORIZATION FORM
 ABC School PTA

Name of Person Requesting Check Rachel Nelson Date: 9/1/xx
 PTA Position Legislation Chair Phone (976) 304-0391
 City/Zip Idyllwild 98765

Event or Assignment Candidates Forum, School Board
 Date of Event October 14, 20xx Amount Requested \$ 48.92
 Date Approved in Minutes 9/2/xx

Invoice attached Receipt attached

Write Check To:
 Name of Person/Company Rachel Nelson
 Address 10193 Tilton Ave
Idyllwild 98765 (976) 304-0391
 City Zip Phone

Approved by:
Kellie O'Farrell Devlin Coffey
 Secretary's Signature President's or Financial Secretary's Signature

For PTA treasurer use:
 • Membership-Approved activity • Funds released by membership
 • Executive Board-approved expenditure

Budget Category	Budgeted Amount	Check Number	Amount
Candidates Forum	\$ 50.00	3179	\$ 48.92

PLEASE NOTE:

Bylaws are changing to reflect that the secretary is the constant signer on payment authorization forms and the president will be the other signer.

Income

CASH VERIFICATION FORM
(Membership, Fundraisers, Donations)

UNIT NAME: ABC School PTA
ACTIVITY: Winter Craft Fair DATE: 9/2/xx

COINS	QUANTITY	COBI	TOTAL	CHECKS	Denomination	Amount	DATE
242	x	01	2.42	#	\$ 65.00	#	9/2/xx
143	x	05	7.15	#	\$ 35.00	#	9/2/xx
249	x	10	24.90	#	\$ 70.00	#	9/2/xx
276	x	25	69.00	#	\$ 9.00	#	9/2/xx
1	x	50	5.00	#	\$ 30.00	#	9/2/xx
3	x	100	30.00	#	\$ 40.00	#	9/2/xx
TOTAL:			\$ 168.97	#	\$ 32.00	#	9/2/xx

CURRENCY	QUANTITY	COBI	TOTAL
176	x	1.00	176.00
45	x	5.00	225.00
65	x	10.00	650.00
83	x	20.00	1,660.00
3	x	50.00	150.00
5	x	100.00	500.00
TOTAL:			\$ 3,176.00

GRAND TOTAL: \$ 4,977.36

verified by: Carol O'Sullivan, Chair Date: 9/2/xx Amount: \$ 4,977.36
 verified by: Steve Gardner, Volunteer Coach Date: 9/2/xx Amount: \$ 4,977.36
 Treasurer: C. Robinson, Financial Sec'y Date: 9/2/xx Amount: \$ 4,977.36

Cash receipts used
 Cash Verification Forms used for all deposits
 Matches all other records
 All monies counted by two people (who cannot be related by blood or marriage or reside in the same household)

Financial Secretary's Report
ABC School PTA
September 1 through 30, 20xx

Monies received & deposited or given to treasurer to deposit with duplicate copies of deposit slips:

Receipts
 09/03/xx Winter Craft Fair \$ 4,977.36

Treasurers Report
ABC School PTA
September 1 to 30, 20xx

Balance forward September 1, 20xx \$ 1,516.70
 INCOME 09/03/xx Winter Craft Fair \$ 4,977.36

Check Register

Number	Date 20xx	Description of Transaction	Memo	Payments {}	✓	Fee {}	Deposit/Credit (+)	Balance
0903		Deposit	Winter Craft Fair		✓		4,977.36	5,471.53

Sample Ledger - Receipts

Date 20xx	Received From	Deposits	Total Receipts	Membership Dues		Fund Raising	Other
				Local	CD/NN		
09/03	Winter Craft Fair	4,977.36	4,977.36				4,977.36

Financial Secretary Reports

Financial Secretary's Report
ABC School PTA
July 1 through August 31, 20xx

Moneys received & deposited or given to treasurer to deposit with duplicate copies of deposit slips:

Receipts

07/31/xx	Checking Interest	\$ 0.25
08/31/xx	Checking Interest	0.25
TOTAL		\$ 0.50

Authorizations for payment

07/31/xx	Checking Service Charge	\$ 10.00
08/31/xx	Checking Service Charge	10.00
TOTAL		\$ 20.00

Signature: Cassandra Robinson Date: 9/1/xx

Are filed monthly

Receipts listed agree with
check register and receipts ledger

Authorizations for payment listed agree with
check register and disbursements ledger

- ① Presented at executive board and association meetings, recorded in and attached to minutes.
- ② Placed on file for audit

Number	Date 20xx	Description of Transaction	Memo	Payments (-)	✓	Fee (-)	Deposits/Credits (+)	Balance
	07/31	Balance forward						1,536.20
	07/31	Checking Service Charge		10.00	✓			1,526.20
	07/31	Checking Interest			✓	0.25		1,526.45
	08/31	Checking Service Charge		10.00	✓			1,516.45
	08/31	Checking Interest			✓	0.25		1,516.70

ABC SCHOOL PTA – Executive Board Meeting
September 2, 20xx, 7:30 PM in the school Library

- ① Cassandra Robinson presented the Financial Secretary's Report for July 1 through August 31, 20xx:
 - Deposits and checking interest \$ 50.00
 - Payment authorizations and bank service charge \$ 20.00
- ② Report to be placed on file for audit.

Date 20xx	Received From	Deposits		Total Receipts		Membership Dues		Fund Raising	Other
		Local	CD/SM	Local	CD/SM				
07/31	Checking Interest	25		25					25
08/31	Checking Interest	25		25					25

ABC SCHOOL PTA – Association Meeting
September 2, 20xx, 8:00 PM in the school Library

- ① Cassandra Robinson presented the Financial Secretary's Report for July 1 through August 31, 20xx:
 - Deposits and checking interest \$ 50.00
 - Payment authorizations and bank service charge \$ 20.00
- ② Report to be placed on file for audit.

Date 20xx	Paid To	Check No.	Total Disbursement		Dues	Programs	Fund Raising Expenses	Misc.
			Local	CD/SM				
07/31	Checking Service Charge		10.00					10.00
08/31	Checking Service Charge		10.00					10.00

Treasurer Reports

Treasurer's Report
ABC School PTA
July 1 to August 31, 20xx

Balance forward July 1, 20xx		\$ 1,536.20
INCOME		
07/31	Checking Interest	\$.25
08/31	Checking Interest	.25
TOTAL		\$.50
PLUS TOTAL INCOME		\$.50
SUBTOTAL		\$ 1,536.70
EXPENSES		
07/31	Checking service charge	\$ 10.00
08/31	Checking service charge	10.00
TOTAL		\$ 20.00
MINUS TOTAL EXPENSES		\$ 20.00
BALANCE ON HAND, AUGUST 31, 20xx		\$ 1,516.70

Treasurer's Signature: *Julie Hamada* Date: 9/1/xx

Are filed monthly

Receipts listed agree with
check register and receipts ledger

Authorizations for payment listed agree with
check register and disbursements ledger

- ① Presented at executive board and association meetings, recorded in and attached to minutes.
- ② Placed on file for audit

Check Register

Number	Date 20xx	Description of Transaction	Memo	Payments (I)	✓	Fee (I)	Deposits/Credits (+)	Balance
	07/31	Balance forward						1,536.20
	07/31	Checking Service Charge		10.00	✓			1,526.20
	07/31	Checking Interest			✓	0.25		1,526.45
	08/31	Checking Service Charge		10.00	✓			1,516.45
	08/31	Checking Interest			✓	0.25		1,516.70

Sample Ledger - Disbursements

Date 20xx	Paid To	Check No.	Total Disbursement	Dues	Programs	Fund Raising Expenses	Misc.
07/31	Checking Service Charge		10.00				10.00
08/31	Checking Service Charge		10.00				10.00

Sample Ledger - Receipts

Date 20xx	Received From	Deposits	Total Receipts	Membership Dues		Fund Raising	Other
				Local	C/D/N		
07/31	Checking Interest	.25	.25				.25
08/31	Checking Interest	.25	.25				.25

ABC SCHOOL PTA - Executive Board Meeting
September 2, 20xx, 7:30 PM in the school Library

- ① Julie Hamada presented the Treasurer's Report for July 1 through August 31, 20xx
 - o Balance on hand, 6/30/xx
 - o Deposits and checking Interest
 - o Payments and bank service charge
 - o Balance on hand, 8/31/xx
- ② Report to be placed on file for audit.

\$	1,536.20
+	.50
=	1,536.70
-	20.00
=	1,516.70

ABC SCHOOL PTA - Association Meeting
September 2, 20xx, 8:00 PM in the school Library

- ① Julie Hamada presented the Treasurer's Report for July 1 through August 31, 20xx
 - o Balance on hand, 6/30/xx
 - o Deposits and checking Interest
 - o Payments and bank service charge
 - o Balance on hand, 8/31/xx
- ② Report to be placed on file for audit.

\$	1,536.20
+	.50
=	1,536.70
-	20.00
=	1,516.70

Reporting Forms & Tax Returns

Audit Report – From CURRENT Period

Date: <u>October 2, 20xx</u>	Fiscal Year: <u>July 1 through June 30</u>
Name of Unit: <u>ABC School PTA</u>	IRS EIN Number: <u>94-4927581</u>
Council: <u>XYZ Council PTA</u>	PTA District: <u>Sixty-fifth</u>
Bank Name: <u>My Bank & Trust</u>	Account #: <u>0123-4567890</u>
Bank Address: <u>394 Main Street</u>	City/Zip: <u>Idyllwild 98765</u>

Dates covered by this audit: <u>July 1 through September 30, 20xx</u>	
Check numbers reviewed in this audit: <u>3179 through 3187</u>	

I have verified that all tax forms, PTA and government-required forms have been filed, if required.
N/A, verified with mid-year audit. N.Frank

SUMMARY OF ANNUAL TAX RETURNS FILED BY PTA UNITS	
FORM #	DESCRIPTION
990 (IRS)	Return of Organization Exempt from Income Tax For all exempt organizations whose gross receipts are normally more than \$25,000 annually and current year receipts are \$100,000 or more and total assets are \$250,000 or more.
990-EZ (IRS)	Short Form Return of Organization Exempt From Income Tax For all exempt organizations whose gross receipts are normally more than \$25,000 annually and current year gross receipts are less than \$100,000 and total assets are less than \$250,000.
990-Schedule A (IRS)	Organization Exempt Under Section 501 (c)(3) All organizations exempt under section 501 (c)(3) must attach Schedule A to Form 990 or 990-EZ.
990-Schedule B (IRS)	Schedule of Contributors A 501(c)(3) organization must list contributions of \$5,000 or more (cash or non-cash) from single contributors. A unit may be required to file the form even if no single contributor gave \$5,000 or more.
990-T (IRS)	Exempt Organization business Income Tax Return All exempt organizations with gross unrelated business income of \$1,000 or more must report such income on Form 990-T.
109 (California)	California Exempt Organization business Income Tax Return All California exempt organizations with gross unrelated business income of \$1,000 or more must file Form 109 (must be filed if Form 990-T is filed).

Verify on the audit report that all required forms and tax returns have been completed.

A partial list of required forms is included in handouts.

Audit Reports

Audit Report – From PRIOR Period

Date: July 7, 20xx Fiscal Year: July 1 through June 30
 Name of Unit: ABC School PTA IRS EIN Number: 94-4627581
 Council: XYZ Council PTA PTA District: Sixth St
 Bank Name: My Bank & Trust Account #: 0123-4567890
 Bank Address: 394 Main Street City/Zip: Idyllwild 98765

Dates covered by this audit: January 1 through June 30, 20xx
 Check numbers reviewed in this audit: 3145 through 3176

BALANCE ON HAND at time of last audit: December 31, 20xx (date) \$ 2,303.56
 RECEIPTS since last audit: TOTAL \$ 12,028.24
 DISBURSEMENTS since last audit: \$ 14,331.60
 BALANCE ON HAND June 30, 20xx (date) \$ 1,536.20

BANK RECONCILIATION
 Last BANK STATEMENT balance June 30, 20xx (date) \$ 2,120.17
 DEPOSITS not yet credited (add to balance)
 \$ None \$

CHECKS OUTSTANDING (List check number and amount)

# 3174	\$ 306.80	# 3176	\$ 93.80	# 3178	\$ 150.00
# 3175	\$ 17.87	# 3177	\$ 16.50		

TOTAL outstanding checks (subtract from balance) \$ 583.97
 BALANCE in checking account June 30, 20xx (date) \$ 1,536.20

*These lines must balance

I have verified that all tax forms, PTA and government-required forms have been filed, if required.
N/A, verified with mid-year audit. N. Frank

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of ABC School PTA/PT6A and find them:

correct
 substantially correct with the following recommendations
 more adequate accounting procedures need to be followed so that a more thorough audit report can be given
 incorrect

Auditor's Report (attached to form)
Recommend that a second party, such as the auditor, should review monthly bank statements, in addition to the treasurer.
(Signed: Natalie Frank, Auditor, 7/7/xx)

Audit completed: July 7, 20xx Auditors Signature: Natalie Frank
 Audit adopted: September 2, 20xx

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
 A separate audit form must be completed for each bank account.

Summary Information for ABC School PTA

ARTICLE VI – DUTIES OF OFFICERS	
Section 8: The auditor shall	
b. prepare mid year audit & end of year audit	January and July
c. present written report to executive board	January and August
d. present written report for adoption by the association	February and September
g. Forward 2 copies of adopted semiannual audits to	XYZ Council

Dates for semi-annual audits determined by in unit bylaws Article VI – Duties of Officers Section 8

- A separate audit form must be completed for each bank account
- Attach copy of tax form (s) if required to file and send with copy of report to next level of PTA.

Distribute copies to:

- unit president, secretary, and treasurer
- council treasurer or auditor, if in council, and/or district treasurer or auditor as directed by the district PTA

Audit Reports

Audit Report – From CURRENT Period

Date: October 2, 20xx (1) Fiscal Year: July 1 through June 30
 Name of Unit: ABC School PTA IRS EIN Number: 64-622581
 Council: X72 Council PTA PTA District: Subcity
 Bank Name: W Bank & Trust Account #: 01234567890
 Bank Address: 334 Main Street City/Zip: Lowland 98765

Dates covered by this audit: July 1 through September 30, 20xx
 Check numbers reviewed in this audit: (2) 3172 through 3187

BALANCE ON HAND at time of last audit: <u>June 30, 20xx</u> (date)	\$ 1,536.20
RECEIPTS since last audit	\$ 6,119.57
TOTAL	\$ 7,655.77
DISBURSEMENTS since last audit	\$ 1,718.53
BALANCE ON HAND <u>September 30, 20xx</u> (date)	\$ 5,935.94

BANK RECONCILIATION

Last BANK STATEMENT balance June 30xx (date) \$ 7,043.62 (4)
 DEPOSITS not yet credited (add to balance)
 \$ None \$

CHECKS OUTSTANDING (List check number and amount) (5)

# 3182 \$ 184.82	# 3184 \$ 200.00
# 3183 \$ 55.91	# 3187 \$ 667.40

TOTAL outstanding checks (subtract from balance) \$ 1,107.78
 BALANCE in checking account June 30, 20xx (date) \$ 5,935.94

***These lines must balance**

I have verified that all tax forms, PTA and government-required forms have been filed, if required.
 J/A, verified with mid-year audit. JZ, Camp

The following is all that needs to be read when the auditors report is given:
 I have examined the financial records of the treasurer of ABC School PTA/PTSA and find them:

(6)

correct
 substantially correct with the following recommendations
 more adequate accounting procedures need to be followed so that a more thorough audit report can be given
 incorrect

Auditor's Report (attached to form)
 1. Special audit conducted following resignation of Julie Hammonds, Treasurer.
 2. Recommended that a second party, such as the auditor, should review monthly bank statements, in addition to the treasurer.
 Signed: Melissa Camp, Auditor, 10/2/xx

Audit completed: October 1, 20xx (7) Auditors Signature: Melissa Camp
 Audit adopted: _____

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
 A separate audit form must be completed for each bank account.

- RECEIPTS AND DISBURSEMENT LEDGER RECONCILIATION**
1. Enter PTA's information at top of form
 2. Enter dates and checks for this period
 3. Refer to prior period audit for beginning balance
 - Refer to audited ledgers for total receipts and disbursements
 - Calculate balance on hand

- BANK RECONCILIATION**
4. Enter prior period ending bank statement balance
 5. Using final bank statement reconciliation for this period to list
 - Outstanding deposits and total
 - Outstanding checks and total
 - Calculate reconciled balance in checking account

ENDING BALANCES FOR LEDGERS AND BANK STATEMENT MUST BE THE SAME!

6. Complete report and indicate status of financial records
7. Sign and date your report

Audit Reports

Audit Report – From PRIOR Period

Date: July 7, 20xx Fiscal Year: July 1 through June 30
 Name of Unit: ABC School PTA IRS EIN Number: 94-4927581
 Council: XVZ Council PTA PTA District: State/5th
 Bank Name: My Bank & Trust Account #: 0123-4567890
 Bank Address: 334 Main Street City/Zip: Idyllwild 92755

Dates covered by this audit: January 1 through June 30, 20xx
 Check numbers reviewed in this audit: 3145 through 3175

BALANCE ON HAND at time of last audit: December 31, 20xx (date) \$ 2,303.56
 RECEIPTS since last audit \$ 12,028.24
 TOTAL \$ 14,331.80
 DISBURSEMENTS since last audit \$ 12,755.60
 BALANCE ON HAND June 30, 20xx (date) \$ 1,536.20*

BANK RECONCILIATION
 Last BANK STATEMENT balance June 30, 20xx (date) \$ 2,120.17
 DEPOSITS not yet credited (add to balance)
 \$ None \$

CHECKS OUTSTANDING (List check number and amount)

# 3174	\$ 305.80	# 3176	\$ 93.80	# 3178	\$ 150.00
# 3175	\$ 17.87	# 3177	\$ 16.50		

TOTAL outstanding checks (subtract from balance) \$ 583.97
 BALANCE in checking account June 30, 20xx (date) \$ 1,536.20*

*These lines must balance
 I have verified that all tax forms, PTA and government-required forms have been filed, if required.
N/A, verified with mid-year audit. N. Frank

The following is all that needs to be read when the auditor's report is given:
 I have examined the financial records of the treasurer of ABC School PTA/PTSA
 and find them:

correct
 substantially correct with the following recommendations
 more adequate accounting procedures need to be followed
 so that a more thorough audit report can be given
 incorrect

Auditor's Report (attached to form)

Recommend that a second party, such as the auditor, should review monthly bank statements, in addition to the treasurer.
 Signed: Natelle Frank, Auditor, 7/7/xx

Audit completed July 7, 20xx Auditors Signature Natelle Frank
 Audit adopted September 2, 20xx ③

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
 A separate audit form must be completed for each bank account.

1. Written report with recommendations to be presented to the executive board
2. Written report with recommendations to be presented to the association.
3. Indicate date audit report was adopted by the association on the original audit report and file with financial records

① ABC SCHOOL PTA – Executive Board Meeting
September 2, 20xx, 7:30 PM in the school Library

- Natelle Frank presented the audit for period ending June 30, 20xx and stated "I have examined the financial records of the ABC School PTA and find them correct with the recommendation that a second party, such as the auditor, should review monthly bank statements, in addition to the Treasurer." Melissa Camp moved to adopt the audit as presented; motion adopted.

② ABC SCHOOL PTA – Association Meeting
September 2, 20xx, 8:00 PM in the school Library

- Natelle Frank presented the audit for period ending June 30, 20xx and stated "I have examined the financial records of the ABC School PTA and find them correct." Audit report to be placed on file.

Audit Recommendations

AUDIT CHECKLIST		YES	NO
1	Financial records and reporting forms provided:		
	<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget(s) <input type="checkbox"/> Last Audit Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input type="checkbox"/> Cancelled checks (including voids) <input type="checkbox"/> Authorizations for Payment <input type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Bank statements, bank books and deposit slips <input type="checkbox"/> Receipts/bills <input type="checkbox"/> Cash receipts <input type="checkbox"/> Executive board minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Committee reports <input type="checkbox"/> Monthly Treasurer and Financial Secretary reports <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Workers' Compensation Annual Payroll Report form If required: <input type="checkbox"/> IRS Form 990/990EZ <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542 Required of councils & districts only: <input type="checkbox"/> State Form 199 <input type="checkbox"/> State Form RRF-1	Y	N
3	Beginning Balance Records		
4	1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit	Y	N
5	Bank Reconciliation	Y	N
6	1. All bank statements reconciled since last audit by treasurer and one other person (recommend auditor)	Y	N
7	2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement).	Y	N
8	3. Deposits and Checks Written: (signed by two: president, treasurer and one other elected officer)	Y	N

When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes in all records.
Sign and date the audited materials

All **NO** answers should be included in the report as recommendations to change financial procedures

09/30	Checking Service Charge		✓	10.00		5,934.13
09/30	Checking Interest		✓		1.71	5,935.84
AUDITED BY: Melissa Camp, Auditor -- October 5, 20xx						

Mismanagement

- Lack of receipts
 - Lack of financial reports
 - No bank statements or cancelled checks
 - Officer misses meetings
 - Officer does not return phone calls
 - Officer does not respond to email
 - No money to pay bills – PTA checks returned for lack of funds
- President should contact district PTA immediately if mismanagement is suspected.*

Resources

California State PTA *Toolkit*

- Section 5. Finance
- Section 9. Forms
- Section 10. Officers and Chairmen Job Descriptions

California State PTA Website www.capta.org

- For specific questions see “Contact Us” on the home page
- See also Finance: Frequently Asked Questions

Fax on demand 877-406-3680

National PTA Website www.pta.org

Thank You For Coming!

AUDIT REPORT FORM

Date _____ Fiscal Year _____

Name of Unit _____ IRS EIN Number _____

Council _____ PTA District _____

Bank Name _____ Account # _____

Bank Address _____ City/Zip _____

Dates covered by this audit _____

Check numbers reviewed in this audit _____

BALANCE ON HAND at time of last audit _____ (date) \$ _____

RECEIPTS since last audit \$ _____

TOTAL \$ _____

DISBURSEMENTS since last audit \$ _____

BALANCE ON HAND _____ (date) \$ _____ *

BANK RECONCILIATION

Last **BANK STATEMENT** balance _____ (date) \$ _____

DEPOSITS not yet credited (**add to balance**) \$ _____

\$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)

#	\$	#	\$	#	\$
#	\$	#	\$	#	\$

TOTAL outstanding checks (**subtract from balance**) \$ _____

BALANCE in checking account _____ (date) \$ _____ *

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of _____ PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed _____ Auditor's Signature _____

Audit adopted _____

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district treasurer or auditor as directed by the local district PTA)
 Submit separate report of explanation and recommendations to executive board.
 A separate audit form must be completed for each bank account.

SUMMARY OF ANNUAL TAX RETURNS FILED BY PTA UNITS

FORM #	DESCRIPTION
990 (IRS)	Return of Organization Exempt from Income Tax SEE NEW FILING REQUIREMENTS
990-EZ (IRS)	Short Form Return of Organization Exempt From Income Tax SEE NEW FILING REQUIREMENTS
990-Schedule A (IRS)	Organization Exempt Under Section 501 (c)(3) All organizations exempt under section 501 (c)(3) must attach Schedule A to Form 990 or 990-EZ
990-Schedule B (IRS)	Schedule of Contributors A 501(c)(3) organization must list contributions of \$5,000 or more (cash or non-cash) from single contributors. A unit may be required to file the form even if no single contributor gave \$5,000 or more
990- T (IRS)	Exempt Organization business Income Tax Return All exempt organizations with gross unrelated business income of \$1,000 or more must report such income on Form 990-T
109 (California)	California Exempt Organization business Income Tax Return All California exempt organizations with gross unrelated business income of \$1,000 or more must file Form 109 (must be filed if Form 990-T is filed)

The due date for all of these forms is the 15th day of the fifth month after the fiscal year end.
 For example, a unit with a year end of June 30 must file these forms by November 15th.
 Extensions of time to file are available if properly requested using IRS Form 8868.
 If the PTA received a 990 Package but is not required to file: attach the label to the return; check the box to indicate that gross receipts are not more than \$25,000; elected officer signs the return; send to IRS.

**COUNCILS AND DISTRICTS MUST FILE THE FOLLOWING FORM
 IN ADDITION TO THOSE NOTED ABOVE. UNITS THAT ARE NOT INCLUDED IN THE
 STATE PTA'S FORM 199 GROUP FILING MUST ALSO FILE THE FOLLOWING FORM**

RRF-1 (California)	Registration/Renewal Fee Report Must be filed by every public benefit organization required to register with the California Attorney General's Registry of Charitable Trusts. Form RRF-1 must be filed annually within four months and fifteen days after the end of an organization's accounting period. No extensions will be granted for filing Form RRF-1.
---------------------------	--

**DISTRICTS MUST FILE THE FOLLOWING FORM. UNITS THAT ARE NOT INCLUDED IN THE
 STATE PTA'S FORM 199 GROUP FILING MUST ALSO FILE THE FOLLOWING FORM**

199 (California)	California Exempt Organization Annual Information Return Filed by all exempt organizations whose gross receipts are normally more than \$25,000 annually
-------------------------	--

OTHER FORMS THE UNIT MAY WISH TO FILE

8868 (IRS)	Application for Extension of Time to File an Exempt Organization Return May be filed once to request an automatic three month extension of time to file Form 990-EZ or 990; may be filed a second time to request an additional three month extension, subject to IRS approval. The form is also used to request an automatic 6 month extension of time to file Form 990-T.
1128 (IRS)	Application to Adopt, Change, or Retain a Tax Year May be filed to request a change in the organization's fiscal year.
4506 (IRS)	Request for Copy or Transcript of Tax Form May be filed to request a copy of a return that has been misplaced.

All tax forms can be easily downloaded from Web sites: IRS (www.irs.gov)
 and State of California (www.ca.gov); Franchise Tax Board for Forms 109 and 199;
 Department of Justice (Registry of Charitable Trusts) for Form RRF-1

AUDIT CHECKLIST

DESCRIPTION	YES	NO
I. Financial records provided: (Originals)		
<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget(s) <input type="checkbox"/> Last Audit Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input type="checkbox"/> Canceled checks (including voids) <input type="checkbox"/> Authorizations for Payment <input type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Bank statements, bank books and deposit slips <input type="checkbox"/> Receipts/bills <input type="checkbox"/> Cash receipts <input type="checkbox"/> Executive board minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Committee minutes <input type="checkbox"/> Monthly Treasurer and Financial Secretary reports <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Copy of last tax return filed	Y	N
II. Beginning Balance Records		
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit	Y	N
III. Bank Reconciliation	Y	N
1. All bank statements reconciled since last audit by treasurer and one other person	Y	N
2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement).	Y	N
3. Deposits and Checks Written: (signed by two: president, treasurer and one other <i>elected</i> officer)	Y	N
a) Recorded in checkbook register	Y	N
b) Recorded in ledger in proper columns	Y	N
c) Agree with treasurer reports	Y	N
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	Y	N
IV. Membership		
1. Amount recorded and deposited equals total number of memberships # _____ (members) @ \$ _____ (membership dues listed in bylaws)	Y	N
2. Amount forwarded to council/district/national PTA equals total number of memberships # _____ (members) @ \$ _____ (amount listed in bylaws)	Y	N
V. Insurance – premium(s) forwarded to council/district by deadline date	Y	N
VI. Minutes		
1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	Y	N
2. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	Y	N
3. Committee minutes record plans, proposed expenditures, and total of monies earned	Y	N
VII. Authorizations for Payment (signed by two: president, financial secretary or secretary)	Y	N
1. All authorizations written for approved amounts. (List missing authorizations on recommendation report)	Y	N
2. All authorizations have receipt/bill attached. (List missing receipts/bills on recommendation report)	Y	N
VIII. Income		
1. Cash receipts used	Y	N
2. Cash Verification Forms used with two people counting money	Y	N
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	Y	N
4. Designated income spent as approved	Y	N
IX. Financial Secretary Reports		
1. Filed monthly	Y	N
2. Receipts/Deposits agree with ledger & register	Y	N
3. Authorizations match checks written	Y	N
X. Treasurer Reports		
1. Filed monthly	Y	N
2. Agree with ledger and checkbook register	Y	N
3. Annual Financial Report	Y	N
XI. Tax Returns		
1. Filed annually, if required. IRS 990 (unit/council/district) State form 199 (council/district) RRF-1 (council/district)	Y	N
XII. Audit Reports		
1. Audit done semiannually	Y	N
2. Prepare and present written report with recommendations to executive board	Y	N
3. Present audit report to association for adoption	Y	N
4. Forward report to the next level PTA (See Bylaws, Duties of Officers, Auditor)	Y	N
XIII. Audit Recommendations		
If "No" answers should be included in the report as recommendations to change financial procedures. At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign & date the audited materials.	Y	N
XIV. Mismanagement – If suspected, contact district PTA immediately for assistance.		

New Tax Filing Requirements

The new Form 990 series returns are effective for 2008 tax years. Fiscal years beginning in 2008 and ending in 2009. To allow organizations time to adjust to the new forms, the IRS is phasing in the new returns during a three-year transition period. During the transition, an organization's annual filing requirement depends on its financial activity. The charts below indicate the general exempt organization filing requirements during the transition period.

2007 Tax Year <i>(Fiscal Year beginning in 2007 and ending in 2008)</i>	Form to File
Gross Receipts normally less than or equal to \$25,000	990N
Gross Receipts more than \$25,000 and less than 100,000 and Assets Less than \$250,000.00	990EZ
Gross Receipts of \$100,000 or more or Assets of \$250,000 or more	990

2008 Tax Year <i>(Fiscal Year beginning in 2008 and ending in 2009)</i>	Form to File
Gross Receipts normally less than or equal to \$25,000	990N
Gross Receipts more than \$25,000 and less than \$1 million and Assets Less than \$2.5 million	990EZ
Gross Receipts of \$1 million or more or Assets of \$2.5 million or more	990

2009 Tax Year <i>(Fiscal Year beginning in 2009 and ending in 2010)</i>	Form to File
Gross Receipts normally less than or equal to \$25,000	990N
Gross Receipts more than \$25,000 and less than \$500,000 and Assets Less than \$1.25 million	990EZ
Gross Receipts of \$500,000 or more or Assets of \$1.25 million or more	990

2010 Tax Year <i>(Fiscal Year beginning in 2010 and ending in 2011)</i>	Form to File
Gross Receipts normally less than or equal to \$50,000	990N
Gross Receipts more than \$50,000 and less than \$200,000 and Assets Less than \$500,000	990EZ
Gross Receipts of \$250,000 or more or Assets of \$500,000 or more	990

Source IRS Web Site – Form 990 Series – Filing Phase in updated January 4, 2009