

AUDIT CHECKLIST / FINANCIAL MANAGEMENT

Name of PTA/PTSA: _____

Date of this audit: _____

Period covered by this audit: _____

Date of last audit: _____

Period covered by this audit: _____

The purpose of this Audit Checklist/Financial Management Form is to provide the PTA/PTSA Board, Treasurer, and Audit Committee with a tool, or guideline, to conduct an inspection of the books and records and a review of the financial management practices of the PTA/PTSA. **Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.**

This checklist should be completed by the board and auditor or audit committee and kept with the adopted audit report and filed with the permanent financial records.

TREASURER'S FILES

1. Were all records turned over in a timely manner to the audit committee? Yes No
2. Did the treasurer's books contain a copy of the bylaws and standing rules? Yes No
3. Did the treasurer's books contain a copy of the adopted budget? Yes No
4. Did the treasurer's books contain minutes of all meetings? Yes No
5. Did the treasurer's books contain a copies of previous audits? Yes No

BUDGET

1. Was the budget prepared by a budget committee? Yes No
If "NO" – Who prepared the budget? _____
2. Was the budget reviewed by the Board? Yes No
3. Did the general membership approve the budget? Yes No
Date: _____ If "NO" Explain: _____
4. Did the budget conform to the format illustrated in *Money Matters*? Yes No

TREASURER'S REPORTS

1. Was a detailed, written treasurer's report presented at every Board meeting? Yes No
2. Was a detailed, written treasurer's report presented at every general membership meeting? Yes No
3. Were the reports clear, concise and easily understood? Yes No
4. Did the reports show, in detail, the source(s) of all income and expenses? Yes No
5. Did the treasurer prepare an annual or year-end detailed, written report? Yes No

FINANCAIL PROCEDURES/CONTROLS

1. Were PTA funds always deposited promptly into the PTA bank account? Yes No
2. Did two (2) or more people always count the funds? Yes No
3. Was a receipt always written to the person who gave the funds to the treasurer? Yes No
4. Was all income properly allocated and categorized into the appropriate budget line-items? Yes No
5. Were expenditures properly allocated and categorized into the appropriate budget line-items? Yes No
6. Was there a proper invoice or receipt for each expenditure? Yes No
7. Was every expenditure part of the approved budget or properly approved at a general membership meeting or a board meeting? Yes No
8. Are all PTA monies kept separate from school, personal, or other organization's funds? Yes No

MEMBERSHIP DUES

1. What was the PTA/PTSA's total membership count for the year? _____
2. What was the date and dollar amount of dues sent to VAPTA?

Date	Dues
_____	_____
_____	_____
_____	_____
3. What was the amount of dues paid to Council, if applicable? _____

BANK ACCOUNTS

- 1. With which bank does the PTA/PTSA maintain its checking account? _____
- 2. Are all checks used in sequential order? Yes No
- 3. Were all checks properly signed by two (2) officers? Yes No
- 4. Is there a policy that prohibits the signing of blank checks? Yes No
- 5. Are all bank signatory cards up-to-date with at least three signatures approved by the board? Yes No
- 6. Are all checks accounted for, including voided checks? Yes No
- 7. Does the PTA/PTSA have a savings account? Yes No
- 8. Does the PTA/PTSA have any certificates of deposit? Yes No

INSURANCE

- 1. Did the PTA purchase general liability insurance? Yes No
- 2. Did the PTA purchase fidelity bonding insurance? Yes No
- 3. Did the PTA purchase directors and officers insurance? Yes No
- 4. Did the PTA purchase insurance against loss of property (equipment, records, etc.)? Yes No
- 5. Did the PTA have a claim made against any of its insurance? Yes No
- 6. Is a copy of the insurance loss and control guide included in the treasurer's files? Yes No

INTERNAL REVENUE SERVICE

- 1. What is the PTA/PTSA's Employer Identification Number (EIN)? _____
- 2. Did the PTA/PTSA's gross income exceed \$25,000 for the most recent fiscal year? Yes No
If "YES", has the PTA made plans to complete a 990 EZ form? Yes No
- 3. Did the PTA/PTSA's gross income exceed \$100,000 for the most recent fiscal year? Yes No
If "YES" has the unit made arrangements to hire a CPA for their audit? Yes No

BANK RECONCILIATION

- 1. Was the bank statement reconciled in a timely manner? Yes No
- 2. Are bank reconciliations verified each month by individuals other than those who are authorized to sign checks? Yes No
- 3. Did the monthly, written treasurer's reports balance with the bank statement? Yes No
- 4. Did the year-end financial report reconcile to the final bank statement? Yes No

EXAMINATION OF BOOKS AND RECORDS

- 1. Do the canceled checks and the entries in the checkbook and the treasurer reports all agree? Yes No
- 2. Do the deposit slips and the entries in the income ledger and the treasurer reports all agree? Yes No
- 3. Did the expenses for all projects and activities fall within the budgeted levels? Yes No
- 4. Are there any checks written for "cash"? Yes No
- 5. Have all the financial obligations of the PTA been paid in full? Yes No

GRANTS, CORPORATE SPONSORSHIP AND FUND RAISING

- 1. Did the PTA/PTSA receive any money from grants? Yes No
If "YES" list:

Grant Source	Amount
_____	_____
_____	_____
- 2. Were monies expended in accordance with grant application? Yes No
- 3. Did the PTA/PTSA receive any money or goods from corporate sponsorship? Yes No
- 4. Was the money or goods used according to the request? Yes No
- 5. Did the PTA follow the 3 to 1 rule with fundraising (reference *Money Matters*)? Yes No
- 6. Did the PTA ensure fund raisers did not exploit children? Yes No
- 7. Were all fund raisers approved by the general membership? Yes No
- 8. Was care taken to see that no laws were violated during fund raisers? Yes No
- 9. Were all school system policies for fund raisers followed? Yes No
- 10. Did the President sign all fund raising contracts? Yes No
- 11. Were sufficient procedures in place to ensure the safe handling of funds? Yes No

OTHER

- 1. Was money budgeted and spent for Leadership Training? Yes No
- 2. Was money budgeted and spent for State Convention? Yes No
- 3. Is a copy of the adopted audit report mailed to the state office each year? Yes No
- 4. Is the PTA/PTSA incorporated? Yes No
If "YES", has an annual corporate report been filed with the state government, as required? Yes No
Does the annual report reflect current officers and/or a registered corporate agent? Yes No

Instructions for Completing the Local Unit Audit Report

This format is not intended for electronic fill-in. If you prefer to fill in the report from your computer, download the electronic version from the FORMS section at www.vapta.org MEMBERS ONLY.

Cover Sheet Instructions:

The cover sheet is required. Fill in all information above the line.

1. Enter the name of your local unit, include PTA or PTSA.
2. Enter your Employee Identification Number (EIN)
3. Enter the date of the audit and who performed the audit. Enter only the auditor name or if an auditing committee was used, simply insert 'auditing committee'.
4. Enter the name of your local unit, the date presented to the PTA board and the date adopted by the general membership. The audit **MUST** be adopted by your membership at a general meeting.
5. Enter the beginning and end date of your audit period.
6. Enter the date of the last audit.
7. If you are a member of a Council, enter the name of the Council and enter the name of your District. If you are not sure what district your local unit is in, refer to the website or email info@vapta.org with your local unit name and city or county.
8. Enter the President's contact information
9. If you used an AUDITOR, enter their printed name, organization/company, address and phone number. The auditor will sign the final report. If you used an audit committee, have the committee members sign the final report.
10. Have the auditor or auditing committee chair check the appropriate box to state the audit is correct or that the records are inadequate to complete an audit after every attempt to account for missing records. If the records are inadequate, the auditor or auditing committee must include in the comments a list of what is missing and recommendations on how to prepare for the next audit.
11. Make sure you have all signatures. Send the report to:

Virginia PTA, Attention: Audits, 1027 Wilmer Ave., Richmond, VA 23227-2419

Report Instructions:

Provide the amount for each line. If the number of outstanding checks exceeds the space available, annotate in the last space for checks, 'continued on a separate piece of page', however make sure the total in last line is the total for all checks. If the number of outstanding deposits is greater than the number of space, do the same as for outstanding checks. Attach any separate sheets.

Line 9 should be the same as line 5. If your receipts are greater than \$25,000, you **MUST** file a IRS form 990.

Comments Instructions:

If the auditor or audit committee has recommendations, concerns or comments, please type in this space.

Questions? Email: treasurer@vapta.org or if email is unavailable, call 1-866-4vakids for further assistance.

Local Unit Audit Report

An audit for _____, on record with EIN, _____ was completed on _____ by _____.

The audit was presented to the _____ board on _____ and adopted by the general membership on _____.

The audit period was from _____ to _____. The date of the last audit was _____. A form 990 _____ as a result of total receipts for the reporting year.

Council Membership: _____ District: _____

Signed: _____ Signed: _____
 President Treasurer
 AM phone number: (____) _____
 PM phone number: (____) _____
 Email: _____

AUDITOR or AUDIT COMMITTEE:

- The records of the treasurer of _____ are correct.
- The records of the treasurer of _____ were found to be inadequate to complete the audit after attempting to locate missing records. Please see attached comments.

<p>Auditor:</p> <p>Signed: _____</p> <p>Printed Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Phone number: _____</p>	<p>Audit Committee:</p> <p>Signed: _____ Audit Committee Chair</p> <p>Signed: _____ Audit Committee Member</p> <p>Signed: _____ Audit Committee Member</p>
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 (Space below for use by the VAPTA Treasurer or designee only).

Verified as a valid local unit audit by: _____



Print Name: _____

Signature _____

Date _____

Audit Report for: _____ **EIN:** _____

The following audit information is submitted to the Virginia PTA as the annual audit of this association.

1. Beginning Balance		\$
2. Receipts	<i>Total of all receipts and credits. If receipt total is over \$25,000 unit must file IRS Form 990</i>	\$
3. Add line 1 and line 2:		\$
4. Expenses	<i>Total of all checks written and debits</i>	\$
5. Subtract line 4 from line 3 for "BALANCE ON HAND" <i>(Should match check register)</i>		\$

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:		\$
<i>Outstanding Checks:</i>		
Check #	Payable to:	Amount
TOTAL OUSTANDING CHECKS:		\$
7. Subtract total for Outstanding Checks from Line 6.		\$
<i>Outstanding Deposits</i>		
Source of Deposit	Amount	
TOTAL OUTSTANDING DEPOSITS:		\$
8. Add total Outstanding Deposits to Line 7.		\$
9. Enter amount in line 8 to verify "BALANCE ON HAND" <i>Should match check register and amount in Line 5.</i>		\$

Auditor or Audit Committee Comments:

The auditor or audit committee may include any comments, recommendations or concerns in this section or attach separately to the audit report for consideration by the incoming treasurer and/or local unit board.