

## Local Unit Audit Report

An audit for Washington-Lee High School PTA on record with EIN, 23-7374842 was completed on 9/7/10 by Audit Committee.  
 The audit was presented to the \_\_\_\_\_ board on \_\_\_\_\_ and adopted by the general membership on \_\_\_\_\_.  
 The audit period was from 8/1/08 to 7/31/09. The date of the last audit was 8/10/08. 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: \_\_\_\_\_

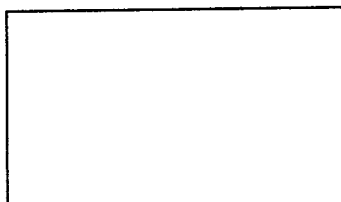
**AUDITOR or AUDIT COMMITTEE:**

- The records of the treasurer of Lisa Knox 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><b>Auditor:</b></p> <p>Signed: _____</p> <p>Printed Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Phone number: _____</p>	<p><b>Audit Committee:</b></p> <p>Signed: <u>[Signature]</u> Audit Committee Chair</p> <p>Signed: <u>[Signature]</u> 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:** Washington-Lee HS PTA **EIN:** 23-7374842  
**Per Member Dues for** 2008-09 **(year)** 1202.50 **(amount)**

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

<b>1. Beginning Balance</b>	<u>Aug. 1, 2008</u>	\$ 27,280.54
<b>2. Receipts</b>	<i>Total of all receipts and credits.</i>	\$ 101,155.38
<b>3. Add line 1 and line 2:</b>		\$ 128,435.92
<b>4. Expenses</b>	<i>Total of all checks written and debits</i>	\$ 99,852.83
<b>5. Subtract line 4 from line 3 for "BALANCE ON HAND"</b> <i>(Should match check register)</i>		\$ 28,583.09

**OUTSTANDING CHECKS AND DEPOSITS:**

<b>6. Balance on Last Bank Statement:</b>	<u>July 31, 2009</u>	\$ 29,675.43
<b>Outstanding Checks:</b>		
Check #	Payable to:	Amount
<u>2120</u>	<u>In Support of Children</u>	<u>300.00</u>
<u>2127</u>	<u>Beth Swallow</u>	<u>27.34</u>
<u>2129</u>	<u>Joan Bickelhaupt</u>	<u>110.00</u>
<u>2132</u>	<u>W-L Boat Party</u>	<u>655.00</u>
	<b>TOTAL OUSTANDING CHECKS:</b>	<b>\$ 1092.34</b>
<b>7. Subtract total for Outstanding Checks from Line 6.</b>		\$ 28,583.09
<b>Outstanding Deposits</b>		
Source of Deposit	Amount	
	<b>TOTAL OUTSTANDING DEPOSITS: \$</b>	
<b>8. Add total Outstanding Deposits to Line 7.</b>		\$ 28,583.09
<b>9. Enter amount in line 8 to verify "BALANCE ON HAND"</b> <i>Should match check register and amount in Line 5.</i>		\$ 28,583.09

## AUDIT CHECKLIST / FINANCIAL MANAGEMENT

Name of PTA/PTSA: Washington-Lee High School PTA

Date of this audit: 8/20/10

Period covered by this audit: 2008-09

Date of last audit: 8/10/08

Period covered by this audit: 2007-08

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? 481
2. What was the date and dollar amount of dues sent to VAPTA? Date 2/25/09 Dues 150.00 + 1052.50
3. What was the amount of dues paid to Council, if applicable? 105.25 + 15.00

**BANK ACCOUNTS**

- 1. With which bank does the PTA/PTSA maintain its checking account? SunTrust
- 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)? 23-7374842
- 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  
 If "NO", has the PTA made plans to complete a 990 N postcard?  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 ROCONCILIATION**

- 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