

PTA AUDIT / FINANCIAL REVIEW FORM (PAGE 1 OF 3)



Purpose: To remain in compliance with the bylaws, be in good standing and to verify funds raised and spent by the unit.

Instructions:

- The Board of Directors must select an auditor or auditing committee no later than two weeks prior to the end of the school year. Refer to Bylaws, Article VII, Section 4.
- The treasurer shall submit to the auditor(s) all financial records and forms listed below.
- Local units and councils should scan and email the audit/financial review form to audit990@georgiapta.org or mail to Georgia PTA, 114 Baker St. NE, Atlanta, GA 30308-3366. Audits must be sent in by the last business day in September. You must also send a copy to your local council, if applicable, or to your district Director if there is no council.

| | | | |
|--|-----------------------------|---|---------------------------------------|
| Date 8/19/2022 | | PTA Local Unit ID# 00-1912 | |
| District 10 | Council North Fulton | | PTA Name Dolvin Elementary PTA |
| Contact Person Lindsay Phillips | | PTA Position Co-President | |
| Address 10495 Jones Bridge Rd | | | City Johns Creek |
| State GA | Zip 30022 | Email lindsayiphillips@gmail.com | |
| Cell Phone 404-401-6509 | | Home Phone | |

Auditor/Auditing Committee: Please complete all sections.

Year 20 21 - 20 22

PTA, please mark PTA boxes in Section A for documents you are providing.

Section A: Please check all Financial records provided

| PTA | Auditor | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Checkbook register (a listing of all checks) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All bank statements |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All funds verification forms and deposit slips |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All check request forms with receipts/bills attached |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All treasurer's reports |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Adopted budget and approved amendments |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copies of all minutes (board, executive and general) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copy of local unit bylaws |

| PTA | Auditor | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | General ledger report (list of all receipts/disbursements) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | The annual financial report (profit and loss statement) |
| <input type="checkbox"/> | <input type="checkbox"/> | Cancelled checks or bank images from bank statement |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copy of insurance |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All treasurer's reports |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Itemized statements and receipts of bills paid |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copy of last year's audit report and 990 or 990N |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copy of the final bank statement for the last audit period |

Section B: To be completed by the Auditor ONLY

Y N

- a. Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in the checkbook register, ledger, treasurer's reports and ending balance of the last audit?
- b. Were the bank statements reconciled monthly by the treasurer and signed by the president and another person not authorized to sign checks or related to the signers?
- c. Did all the checks written contain two (2) signatures? President, treasurer or one another elected officer?
- d. Were all checks properly recorded in the checkbook register, ledger or treasurer's reports?
- e. Were all bank charges and interest recorded in the checkbook register, ledger and treasurer's reports?
- f. Did the PTA purchase insurance?
- g. Were all authorizations approved by the president or their designee and contain receipts?
- h. Did the PTA make payments by a PTA credit or debit card?
- i. Did the PTA use the Funds Verification Forms?
- j. Were all funds received counted by two persons with the treasurer being the third counter?
- k. Did the funds received match the deposits recorded in the checkbook register, ledger and treasurer's reports?
- l. If the PTA accepts payment by credit/debit cards (e.g. PayPal) are those funds reconciled and posted in the register?
- m. Did you receive a copy of the approved/amended budget?
- n. Was the income spent according to the approved/amended budget?
- o. Did the general meeting minutes contain budget approval?
- p. Did the general meeting minutes include all budget amendments?
- q. Did the general meeting minutes include the audit report approval?
- r. Do the membership numbers match? 306 # of memberships collected? 306 # of membership dues submitted to the state?

Please contact and return the completed audit to the new incoming treasurer. The outgoing treasurer needs to sign the audit form before handing over to the auditor/audit committee.

Outgoing Treasurer's Signature [Signature] Date 8/11/2022

Outgoing Treasurer's Daytime Phone 404-242-5521 Email aphillipsevans@yahoo.com

Incoming Treasurer's Name Amanda Evans Daytime Phone 404-242-5521 Email aphillipsevans@yahoo.com

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2 of 3)



Year 20 21 - 20 22

Date 8/19/2022

PTA Name Dolvin Elementary PTA PTA LU ID # 00-1912

Council North Fulton District 10

Dates covered by this audit/financial review from: 7/1/2021 to: 6/30/2022

- 1. Balance on Hand (From Date of Last Audit)..... \$ 78,385.22
- 2. Receipts (From last audit to date of audit)..... \$ 91,018.91
- 3. Total Cash (add 1 and 2 together)..... \$ 169,404.13
- 4. Disbursements (From last audit to date of audit)..... \$ 88,851.94
- 5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ 80,552.19
- 6. Bank Statement Balance as of 6/30/2022 (date) \$ 81,078.32

7. Checks Outstanding (List check number and amount)

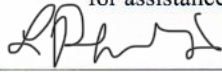
| Check # | Amount | Check # | Amount |
|------------------------|---------------|-------------|---------------|
| <u>1433</u> | <u>100.00</u> | <u>1558</u> | <u>23.46</u> |
| <u>cashier's check</u> | <u>100.00</u> | <u>1566</u> | <u>56.02</u> |
| <u>1513</u> | <u>37.63</u> | <u>1568</u> | <u>100.00</u> |
| <u>1555</u> | <u>89.02</u> | <u>1569</u> | <u>20.00</u> |

- 8. Total Outstanding Checks..... \$ 536.13
- 9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ 80,552.19

Note: Amounts on line 5 and 9 should be the same.

Only one line can be checked, if there are any findings (even minor) line 2 must be checked:

- 1. I (We) have audited the books and find them to be correct.
- 2. I (We) have audited the books and found the following problems and/or make these suggestions.
Problems/suggestions must be noted on page 3 of the audit form.
- 3. I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance. Please document finding on page 3 of the audit form.



Auditor/Reviewer Signature

Lindsay Phillips

Auditor/Reviewer Printed Name

Auditor/Reviewer Phone Number



Outgoing President's Signature (mandatory)

Randi Truelove

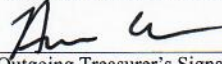
Auditor/Reviewer Signature

Randi Truelove

Auditor/Reviewer Printed Name

770-712-5532

Auditor/Reviewer Phone Number



Outgoing Treasurer's Signature (mandatory)

Auditor/Reviewer Phone Number

8/19/22

Date

The auditor/auditing committee report must be in writing and submitted with the audit. If the auditor/committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted.

Note: A copy of the Financial Review/Audit must be submitted to Georgia PTA by the last business day in September. Once the appropriate 990 is filed with the IRS, please submit the IRS filing verification form and appropriate documents to Georgia PTA.

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 3 of 3)



Year 20 21 - 20 22

Date 8/19/2022

PTA Name Dolvin Elementary PTA LU ID # 00-1912

Council North Fulton District 10

This page must be completed if any of the following occur:

- o Any of the required documents from section A are not provided.
- o Any of the boxes in section B are marked with a no.
“Exception: letter h. Did the PTA make payments by a PTA credit or debit card? Should be no, if yes, it must be noted.”
- o If line 2 or 3 are marked on page 2.

Dolvin Elementary PTA
Financial Audit Report for the Period 7/1/2021 to 6/30/2022

I have reviewed the transactions and bank statements along with other documentation that was provided to me by the Dolvin Elementary School PTA for the Fiscal period ending in 6-30-2022.

The following exceptions were noted:

Section A:

We did not have a copy of the October PTA general meeting minutes.

Also, the committee was not provided with copies of the cancelled checks due to changes in bank customer service records.

Section B:

B. One monthly reconciliation report was missing the double signatures of the president and one other board member.

H. A total of 5 debit/credit card purchases were made in the first 45 days of the fiscal year, before the treasurer training was completed. Check requests are complete for each transaction. No further debit/credit card purchases occurred after proper training.

J. One Fund Verification Form was discovered with only one President signature, and has been rectified.

Suggested Actions:

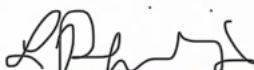
Ensure meeting minutes are properly recorded and copied for the audit.

Treasurer to contact bank for copies of cancelled checks for future audits.

Ensure each monthly reconciliation report is signed by the proper officers.

Ensure Incoming Treasurer receives and completes training in June before assuming the duties and responsibilities of the role July 1. Ensure debit cards are not issued by the bank for incoming officers.

Complete each Fund Verification form fully.



Lindsay Phillips



Randi Truelove