

# 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](mailto: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 <u>9/13/2023</u>		PTA Local Unit ID# <u>00-1912</u>	
District <u>10</u>	Council <u>North Fulton</u>		PTA Name <u>Dolvin Elementary PTA</u>
Contact Person <u>Elena Yumi Chung</u>		PTA Position <u>Co-President</u>	
Address <u>10495 Jones Bridge Rd</u>			City <u>Johns Creek</u>
State <u>GA</u>	Zip <u>30022</u>	Email	
Cell Phone <u>404-769-6333</u>		Home Phone	

**Auditor/Auditing Committee: Please complete all sections.**

Year 20 22 - 20 23

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

**Section A: Please check all Financial records provided**

PTA Auditor

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

PTA Auditor

PTA	Auditor	
✓	✓	General ledger report (list of all receipts/disbursements)
✓	✓	The annual financial report (profit and loss statement)
-	-	Cancelled checks or bank images from bank statement
✓	✓	Copy of insurance
✓	✓	All treasurer's reports
✓	✓	Itemized statements and receipts of bills paid
✓	✓	Copy of last year's audit report and 990 or 990N
✓	✓	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? 284 # of memberships collected? 284 # 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 07/05/2023

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

Incoming Treasurer's Name Samantha Ross Daytime Phone 404-729-9734 Email samantha.mccrindle@gmail.com

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



Year 20 22 - 20 23

Date 9/13/2023

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

Council North Fulton District 10

Dates covered by this audit/financial review from: 7/1/2022 to: 6/30/2023

- 1. Balance on Hand (From Date of Last Audit)..... \$ 80,552.19
- 2. Receipts (From last audit to date of audit)..... \$ 97,523.20
- 3. Total Cash (add 1 and 2 together)..... \$ 178,075.39
- 4. Disbursements (From last audit to date of audit)..... \$ 84,535.99
- 5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ 93,539.40
- 6. Bank Statement Balance as of 6/30/2023 (date) ..... \$ 94,290.56

7. Checks Outstanding (List check number and amount)

Check #	Amount	Check #	Amount
<u>1433</u>	<u>100.00</u>	<u>1666</u>	<u>100.00</u>
<u>cashier chk</u>	<u>100.00</u>	<u>1662</u>	<u>37.00</u>
<u>1555</u>	<u>89.02</u>	<u>1683</u>	<u>100.00</u>
<u>1568</u>	<u>100.00</u>	<u>1708</u>	<u>88.14</u>
		<u>1709</u>	<u>37.00</u>

- 8. Total Outstanding Checks..... \$ 751.16
  - 9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ 93,539.40
- 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.

[Signature] Auditor/Reviewer Signature      [Signature] Auditor/Reviewer Signature      [Signature] Auditor/Reviewer Signature

Samantha Ross Auditor/Reviewer Printed Name      Sandra Guggenheim Auditor/Reviewer Printed Name      Nancy Nunnelley Auditor/Reviewer Printed Name

404-729-9734 Auditor/Reviewer Phone Number      404-951-8366 Auditor/Reviewer Phone Number      678-548-0979 Auditor/Reviewer Phone Number

[Signature] Outgoing President's Signature (mandatory)      [Signature] Outgoing Treasurer's Signature (mandatory)      9/13/2023 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 22 - 20 23

Date 9/13/2023

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 7/01/2022 to 6/30/2023

We have reviewed the transactions and bank statements along with other documentation that was provided by the Dolvin Elementary School PTA for the fiscal period ending in 6/30/2023.

The following exceptions were noted:

### Section A:

- No general meeting minutes provided to the audit committee.
- No copies of cancelled checks/bank images provided to the audit committee as the PTA does not receive these from the bank.

### Section B:

- a. The starting balance recorded in the checkbook register/ledger does not correspond to ending balance of the previous period checkbook register/ledger; nor to the amount shown on the first bank statement (adjusted for outstanding checks).
- b. For all months, the bank statements were not signed by the president and another person not authorized to sign checks or related to the signers.
- b. For all months, the bank statement ending balance was not reconciled to the checkbook register/ledger balance adjusted for outstanding checks.
- c. Unable to confirm that all checks written contain two signatures as the cashed checks are not available nor does the bank display that information on the check images.
- g. Three instances of approval missing; Two funds verification forms were missing a signature on the forms and one check request form, to reimburse a co-president, was missing the approval signature of the other co-president.
- k. In two instances, unable to verify if deposits were recorded correctly due to lack of supporting documents.
- l. In one instance, the Stripe fees associated with a deposit were not recorded.

### Suggested Actions:

- Ensure general meeting minutes are properly recorded and provided for the audit.
- Treasurer to contact bank for copies of cancelled checks for future audits.
- Ensure each monthly bank statement and reconciliation is signed by the proper officers.
- Ensure monthly bank ending balances are reconciled to the ledger ending balances, adjusted for outstanding checks and deposits.
- Ensure Fund Verification forms and Check Request forms are signed by the appropriate signatories.
- Ensure all payments and deposits have sufficient supporting documentation to agree amounts posted in the ledger.

### In conclusion,

- the books and records of the treasurer have been maintained; and
- the PTA funds are being managed in accordance with the Georgia PTA financial policies and procedures.