

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 if possible. Otherwise, please 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 10/23/2018		PTA Local Unit ID#	
District 10	Council atlanta	PTA Name Morningside Elementary	
Contact Person Brian Conlan		PTA Position	
Address 722 Sherwood Road NE			City Atlanta
State GA	Zip 30324	Email	
Cell Phone		Home Phone	

Auditor/Auditing Committee: Please complete all sections. PTA, please mark PTA boxes in Section A for documents you are providing.

Year 2017 - 2018

Section A: Please check all Financial records provided

PTA Auditor		PTA Auditor	
<input checked="" type="checkbox"/>	Checkbook register (a listing of all checks)	<input checked="" type="checkbox"/>	General ledger report (list all receipts/disbursements)
<input checked="" type="checkbox"/>	All bank statements	<input checked="" type="checkbox"/>	The annual financial report (profit and loss statement)
<input checked="" type="checkbox"/>	All funds verification forms and deposit slips	<input type="checkbox"/>	Cancelled checks or bank images from bank statement
<input checked="" type="checkbox"/>	All check request forms with receipts/bills attached	<input checked="" type="checkbox"/>	Copy of insurance
<input checked="" type="checkbox"/>	All treasurer's reports	<input checked="" type="checkbox"/>	Itemized statements and receipts of bills paid
<input checked="" type="checkbox"/>	Adopted budget and approved amendments	<input checked="" type="checkbox"/>	Copy of last year's audit report and 990 or 990N
<input checked="" type="checkbox"/>	Copies of all minutes (board, executive and general)	<input checked="" type="checkbox"/>	Copy of the final bank statement for the last audit period
<input checked="" type="checkbox"/>	Copy of local unit bylaws		

Section B: To be completed by the Auditor ONLY

Y N

- 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?
- 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?
- Did all checks written contain two (2) signatures? President, treasurer or one another elected officer?
- Were all checks properly recorded in the checkbook register, ledger or treasurer's reports?
- Were all bank charges and interest recorded in the checkbook register, ledger and treasurer's reports?
- Did the PTA purchase insurance?
- Were all authorizations approved by the president or their designee and contain receipts?
- Did the PTA make payments by a PTA credit or debit card?
- Did the PTA use the Funds Verification Forms?
- Were all funds received counted by two persons with the treasurer being the third counter?
- Did the funds received match the deposits recorded in the checkbook register, ledger and treasurer's reports?
- If the PTA accepts payment by credit/debit cards (e.g. PayPal) are those funds reconciled and posted in the register?
- Did you receive a copy of the approved/amended budget?
- Was the income spent according to the approved/amended budget?
- Did the general meeting minutes contain budget approval?
- Did the general meeting minutes include all budget amendments?
- Did the general meeting minutes include the audit report approval?
- Do the membership numbers match? _____ # of memberships collected? _____ # 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 Date 4/12/2018
 Outgoing Treasurer's Daytime Phone 404-723-2234 Email keith.ayr01@comcast.net
 Incoming Treasurer's Name Brian Conlan Daytime Phone 404 229 4205 Email conlanbrcc@gmail.com

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



Year 20 17 - 20 18

Date 10/22/2018

PTA Name Morningside Elementary PTA LU ID # 9884

Council Atlanta District _____

Dates covered by this audit/financial review from: 06/1/2017 to: 05/31/2018

Balance on Hand (From Date of Last Audit)..... \$ 38463.42

Receipts (From last audit to date of audit)..... \$ 559113.01

Total Cash (add 1 and 2 together)..... \$ 595040.64

Disbursements (From last audit to date of audit)..... \$ 522150.64

Balance on Hand (Date of Audit, subtract line 4 from line 5)..... \$ 72889.95

Bank Statement Balance as of _____ (date)..... \$ 90409.32

Checks Outstanding (List check number and amount)

Check #	Amount	Check #	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Outstanding Checks..... \$ 28611.87

Balance in Checking Account (Subtract line 8 from line 6)..... \$ 65184.89

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:

- I (We) have audited the books and find them to be correct.
- 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.
- 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.

Murisa F. Darrow Auditor/Reviewer Signature _____ Auditor/Reviewer Signature _____ Auditor/Reviewer Signature

MELISSA F. DARRON Auditor/Reviewer Printed Name _____ Auditor/Reviewer Printed Name _____ Auditor/Reviewer Printed Name

404 249 9979 Auditor/Reviewer Phone Number _____ Auditor/Reviewer Phone Number _____ Auditor/Reviewer Phone Number

Necole Burton Outgoing President's Signature (mandatory) _____ Outgoing Treasurer's Signature (mandatory) 11/15/18 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 17 - 20 18

Date 10/23/2018

PTA Name Morningside Elementary LU ID # 9884

Council Atlanta District 10

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

- Any of the required documents from section A are not provided.
- 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 must be noted.
- If line 2 or 3 are marked on page 2.

See attached spreadsheet showing discrepancies.

There was a lack of information in items provided, namely bank statements and historic reports. The committee was able to recreate these from the bank ledger and existing software.



Date: November 12, 2018

TO: Morningside Elementary School PTA

Brian Conlan Treasurer

Keith Cyr, Outgoing Treasurer

FROM: Financial Examiners

CC: Georgia PTA

Annual Financial Examination for the period 6/1/2017 to 5/31/2018.

We performed procedures to examine the financial records of the Morningside Elementary School PTA for the period 6/1/2017 to 5/31/2018. There was no transition of the treasurer during this time period as the treasurer served a two year term.

We found no evidence of misappropriation but there were several exceptions where the financial processes were not in accordance with the Georgia PTA Treasurer's Guide. Based on the results of the procedures performed, we found the books to in need of adjustment. These adjustments were made in order to have the books reconcile with the bank and the correct numbers for the reports. The treasurer for this fiscal year 2016-17 did not follow all of the recommended guidelines for compliance. It is crucial that these items are not repeated.

Please find the following comments and recommendations:

1. Continue to use the Check Request Form for disbursement. The disbursement requestor and approver should have 3 different signatures. The Treasurer should be the 3rd signature. This requirement appears to have been met.

Treasurer's guidelines: all disbursements whether by check or ACH should include proper documentation with proper approval.

- a. The proper documentation includes a check request indicating the date of the request, a description of the PTA approved activity, budget line item to which the disbursement should be charged, amount requested, invoices/receipts for the activity attached, the payee signature of requestor, and signature of the PTA president or designees or executive committee chair approving the expenditures.

(Note only original invoices should be approved for payment according to the guidelines.) The documentation should be attached to each check stub and retained for documentation purposes. The check request should also include the check number issued, date of the check, budget line item charged, additional comments, (if any), and Treasurer's signature. This procedure appears to have been followed on the checks and check authorizations provided for this audit.

- b. Each check should have two signers, the president and the treasurer.
 - a. Please note, the microfiche copy on the bank screen does not show signatures so it is impossible to tell by a third party how many signatures on a check. We have verbal confirmation that this was the case.
2. Continue to use the Cash Verification form in order to comply with the PTA Treasurer's Guide for processing cash receipts. The PTA's Treasurer's Guide requires two counters on the day the funds are received, signatures for each counter, and a third count by the treasurer for all cash and check receipts, that the receipts are recorded using the Cash Verification form and deposits are made in a timely manner. This requirement was met with some exceptions. Please see Exhibit B for deposit exceptions.
3. Continue to comply with the PTA Treasurer's Guide regarding recording membership dues. According to the PTA Treasurer's Guide the portion of membership dues collected are to be submitted to the Georgia PTA on a monthly basis as collected. Only the MES PTA portion of the dues is booked to revenue and the amount due to Georgia and National PTA is recorded as a liability in accordance with PTA guidelines. This was in compliance with the guidelines for the 16-17 school year.
4. To ensure the safekeeping of the PTA cash/checking accounts, all unused checks should be secured and kept in the permanent files along with the bank statements. Whether the checks were damaged or manually voided, it is important to preserve them in order to minimize risk of exposure to fraudulent activity. There are checks that were voided in Quick Books with no hardcopy of the voided check in the files. Please see Exhibit B for exceptions.
5. According to the PTA Treasurer Guidelines, bank and credit card fees are booked separately from the associated expense and listed as a separate line item in expenses reported. There is some variation in the recording of deposits and credit card fees. A consistent procedure should be set to ensure uniform recording of credit card fees.
6. Copies of cancelled checks should be retained according to PTA Treasurer's guidelines. This can either be printed on-line when the bank reconciliation is completed or can be requested that copies of the cleared checks to be included with the monthly bank statement. Copies of microfiche were not included with the check statements, however, there are check stubs included with all check requests.
7. Bank statements should be circulated at monthly executive committee meetings for review and approval. A treasurer's report should be prepared and presented at monthly executive committee meetings. All bank statements and reconciliation statements were included in the records. Signatures were also evident on the reconciled statements.

- a. Although bank statements were provided, the bank statements and the ending bank reconciliation did not match. We have made adjustments to the entries to bring the items into compliance so the audit could be completed in a timely manner. See exhibit B for an explanation of adjustments.
8. The recommendation for the 2016-17 audit was to maintain \$40,000 in funds for the start of the new fiscal year. It is the audit committee's and the GA PTA's recommendation that funds over that amount be spent down without compromising an opening budget for the PTA budget. It appears this was successful.

EXHIBIT B

#2: Exception – Deposits were recorded with deductions for the credit cards in the same area. This should not be done as it forces the Quick Books into an artificial entry and does not properly record the deduction. The deduction should be only charged as a separate item to the expense account.

#4: Exception – there were not copies of voided checks in the monthly check records. The voids were shown in the audit detail but the hard copies were not evident.

#5: Exception – when deposits are recorded in Quickbooks all methods of payment should be evident on the deposit records. There are a consistent lack of payment method and source on these deposit records. The amounts are correct.

#7: As part of the audit procedure we had to reconcile all the months and include checks that were previously unrecorded in order to bring the bank statement into alignment with what was reported. Every check was looked at in the bank records as well as the hard copies to ensure the accuracy of this procedure.

The previous discrepancy of \$1387, which was due to various reconciliation discrepancies in 2016-17 and written to reconciliation discrepancy in a journal entry, has been resolved. As of 6/1/17 the amount reconciled thru and was recorded in the books to wipe out the previous reconciliation discrepancy.

. The amount of \$1387.00 has been charged to reconciliation discrepancies and brings the books into alignment for the 2016-17 fiscal year so the audit may be closed.

10:15 AM
07/02/18

Morningside Elementary School PTA
Reconciliation Summary
1002 · Checking, Period Ending 05/31/2018

	<u>May 31, 18</u>	
Beginning Balance		167,926.84
Cleared Transactions		
Checks and Payments - 37 items	-83,097.18	
Deposits and Credits - 18 items	5,579.66	
Total Cleared Transactions	<u>-77,517.52</u>	
Cleared Balance		<u>90,409.32</u>
Uncleared Transactions		
Checks and Payments - 18 items	<u>-26,611.67</u>	
Total Uncleared Transactions	<u>-26,611.67</u>	
Register Balance as of 05/31/2018		<u>63,797.65</u>
New Transactions		
Checks and Payments - 3 items	-471.14	
Deposits and Credits - 2 items	26,630.76	
Total New Transactions	<u>26,159.62</u>	
Ending Balance		<u>89,957.27</u>

10:15 AM

07/02/18

Morningside Elementary School PTA
Reconciliation Detail
1002 - Checking, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						167,926.84
Cleared Transactions						
Checks and Payments - 37 items						
Bill Pmt -Check	04/09/2018	3058	Keith Cyr	X	-42.44	-42.44
Bill Pmt -Check	04/19/2018	3066	Valeria Streidinger	X	-75.31	-117.75
Bill Pmt -Check	04/26/2018	3070	Bright Orange, LLC	X	-899.39	-1,017.14
Bill Pmt -Check	04/26/2018	3073	Holly Acton	X	-604.19	-1,621.33
Bill Pmt -Check	04/26/2018	3074	Tiffany Mercer	X	-215.50	-1,836.83
Check	05/02/2018		Square	X	-25.00	-1,861.83
Check	05/02/2018		Intuit	X	-20.00	-1,881.83
Bill Pmt -Check	05/04/2018	3080	Ian Irwin	X	-542.62	-2,424.45
Bill Pmt -Check	05/04/2018	3078	Brynne Gochner	X	-473.91	-2,898.36
Bill Pmt -Check	05/04/2018	3079	Carden Welsh	X	-302.58	-3,200.94
Bill Pmt -Check	05/04/2018	3077	Amy Mather	X	-163.76	-3,364.70
Bill Pmt -Check	05/04/2018	3076	Aly Nussear	X	-133.85	-3,498.55
Bill Pmt -Check	05/04/2018	3081	Sheila Baxter Holmes	X	-14.25	-3,512.80
Check	05/08/2018		Wells Fargo Bank	X	-3.00	-3,515.80
Bill Pmt -Check	05/10/2018	3085	CDW Government	X	-49,501.52	-53,017.32
Bill Pmt -Check	05/10/2018	3091	Ritsa Zaharis	X	-748.23	-53,765.55
Bill Pmt -Check	05/10/2018	3087	Christi Feeney	X	-588.15	-54,353.70
Bill Pmt -Check	05/10/2018	3089	Jodi Bradley	X	-518.27	-54,871.97
Bill Pmt -Check	05/10/2018	3084	BTT funsupport	X	-203.00	-55,074.97
Bill Pmt -Check	05/10/2018	3092	Wylde Center	X	-128.75	-55,203.72
Bill Pmt -Check	05/10/2018	3090	Keith Cyr	X	-115.93	-55,319.65
Bill Pmt -Check	05/10/2018	3086	Cheryl Carter	X	-67.50	-55,387.15
Bill Pmt -Check	05/15/2018	3096	Keith Cyr	X	-11,876.33	-67,263.48
Bill Pmt -Check	05/15/2018	3098	Lorri Frank	X	-965.94	-68,229.42
Bill Pmt -Check	05/15/2018	3094	AmeriPress Buckhead	X	-196.15	-68,425.57
Bill Pmt -Check	05/15/2018	3095	Joanna Frndak	X	-167.24	-68,592.81
Bill Pmt -Check	05/24/2018	3112	Keith Cyr	X	-9,110.00	-77,702.81
Bill Pmt -Check	05/24/2018	3106	Atlanta Opera	X	-1,650.00	-79,352.81
Bill Pmt -Check	05/24/2018	3108	Carlyle's Corporate ...	X	-1,644.98	-80,997.79
Bill Pmt -Check	05/24/2018	3116	LeNora Herbst	X	-998.60	-81,996.39
Bill Pmt -Check	05/24/2018	3119	Wylde Center	X	-600.35	-82,596.74
Bill Pmt -Check	05/24/2018	3120	Zina Rhodes	X	-163.43	-82,760.17
Bill Pmt -Check	05/24/2018	3113	Kelly Palma	X	-156.25	-82,916.42
Bill Pmt -Check	05/24/2018	3118	US Games	X	-97.49	-83,013.91
Bill Pmt -Check	05/24/2018	3110	Jennifer Moore	X	-51.27	-83,065.18
Bill Pmt -Check	05/24/2018	3115	Kristal Waye	X	-30.00	-83,095.18
Check	05/31/2018			X	-2.00	-83,097.18
Total Checks and Payments					-83,097.18	-83,097.18
Deposits and Credits - 18 items						
Bill Pmt -Check	01/25/2018	2982	Christi Feeney	X	0.00	0.00
Deposit	03/01/2018			X	0.00	0.00
Deposit	03/07/2018			X	833.33	833.33
Bill Pmt -Check	03/09/2018	3030	Deonne Malick	X	0.00	833.33
Deposit	03/20/2018			X	1,666.66	2,499.99
Deposit	05/03/2018			X	20.00	2,519.99
Deposit	05/03/2018			X	120.00	2,639.99
Deposit	05/07/2018			X	18.82	2,658.81
Deposit	05/08/2018			X	485.20	3,144.01
Deposit	05/08/2018			X	522.10	3,666.11
Deposit	05/09/2018			X	19.12	3,685.23
Bill Pmt -Check	05/15/2018	3099	Raufaelon Moura	X	0.00	3,685.23
Deposit	05/16/2018			X	28.83	3,714.06
Deposit	05/17/2018			X	24.79	3,738.85
Deposit	05/18/2018			X	19.12	3,757.97
Deposit	05/18/2018			X	149.27	3,907.24
Deposit	05/24/2018			X	1,666.66	5,573.90
Deposit	05/31/2018			X	5.76	5,579.66
Total Deposits and Credits					5,579.66	5,579.66
Total Cleared Transactions					-77,517.52	-77,517.52
Cleared Balance					-77,517.52	90,409.32

10:15 AM
07/02/18

**Morningside Elementary School PTA
Reconciliation Detail
1002 - Checking, Period Ending 05/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	03/02/2018	3022	Stephanie Boswell		-69.97	-69.97
Bill Pmt -Check	04/09/2018	3059	Sue Bates		-200.00	-269.97
Bill Pmt -Check	04/09/2018	3060	National PTA		-50.00	-319.97
Bill Pmt -Check	04/19/2018	3063	Atlanta Public Schools		-512.00	-831.97
Bill Pmt -Check	04/26/2018	3072	Danger Press		-384.20	-1,216.17
Bill Pmt -Check	04/26/2018	3075	Tina Carew		-33.99	-1,250.16
Bill Pmt -Check	05/04/2018	3082	Tina Carew		-301.47	-1,551.63
Bill Pmt -Check	05/10/2018	3088	Deonne Malick		-2,085.59	-3,637.22
Bill Pmt -Check	05/10/2018	3083	Amber Ackerman		-181.14	-3,818.36
Bill Pmt -Check	05/15/2018	3101	Laurel Miyake		-47.00	-3,865.36
Bill Pmt -Check	05/23/2018	3102	Playground Preferred		-10,000.00	-13,865.36
Bill Pmt -Check	05/24/2018	3121	Starwalk Enterprises		-5,500.00	-19,365.36
Bill Pmt -Check	05/24/2018	3114	Kiwami North America		-4,669.83	-24,035.19
Bill Pmt -Check	05/24/2018	3107	Audrey Sofianos		-1,568.26	-25,603.45
Bill Pmt -Check	05/24/2018	3109	Carrie Roetger		-576.20	-26,179.65
Bill Pmt -Check	05/24/2018	3117	Presentation Binding...		-221.94	-26,401.59
Bill Pmt -Check	05/24/2018	3111	Joel Glorvigen		-115.48	-26,517.07
Bill Pmt -Check	05/24/2018	3105	Alison Giannavola		-94.60	-26,611.67
Total Checks and Payments					-26,611.67	-26,611.67
Total Uncleared Transactions					-26,611.67	-26,611.67
Register Balance as of 05/31/2018					-104,129.19	63,797.65
New Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	06/22/2018	3122	Cathleen Miller		-294.22	-294.22
Bill Pmt -Check	06/22/2018	3124	Tina Carew		-119.48	-413.70
Bill Pmt -Check	06/22/2018	3123	Rafaela Moura		-57.44	-471.14
Total Checks and Payments					-471.14	-471.14
Deposits and Credits - 2 items						
Deposit	06/22/2018				1,880.00	1,880.00
Deposit	06/26/2018				24,750.76	26,630.76
Total Deposits and Credits					26,630.76	26,630.76
Total New Transactions					26,159.62	26,159.62
Ending Balance					-77,969.57	89,957.27