PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2)



Year 20 <u>18</u> - 20 <u>19</u>	everychild.onevoice.
Date_January 16, 2020	
PTA Name_ Morningside Elementary PTA	LU ID #_9884
CouncilAtlanta	District 10
Dates covered by this audit/financial review from: 06/01/18	to:05/31/19
64,302.06 Checking 1. Balance on Hand (From Date of Last Audit)49,039,43 Savings	Per Quickbooks Last yr audit form = \$72,889.95
2. Receipts (From last audit to date of audit)	
3. Total Cash (add 1 and 2 together)	
Disbursements (From last audit to date of audit)	
5. Balance on Hand (Date of Audit)	
6. Bank Statement Balance as of 05/31/19 (date) .40,125.21 Savings	
Checks Outstanding (List check number and amount)	
See Attached	
See Attached	
8. Total Outstanding Checks	.\$ 30,405.41
9. Balance in Checking Account (Subtract line 8 from line 6)	
Note: Amounts on line 5 and 9 should be the same. #difference of \$15,054.98	
II difference of Crops from	view form did not include amount in savings acct.
I (We) have audited the books and find them to be correct.	
X I (We) have audited the books and found the following problems and/or make	these suggestions.
I (We) have audited the books and found significant problems that must be re	
immediately for assistance.	ported to the district in the
We have attached our findings/recommendations to this form.	
Melissa Kriest	
	litor(s)/Reviewer(s) Signature(s)
Gride Jink awartan	2/4/20
President's Signature Treasurer's Signature Date	
The auditor/auditing committee report must be in writing. If the auditing commit records or inappropriate accounting procedures used, this information should be not	ttee finds there are not adequate ed.

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 1)



everychild. onevoice.

Purpose: To remain in compliance with the bylaws and in good standing. 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.
- Mail completed PTA Audit/Financial Review to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366 postmarked on or before the last business day of September.

Local Unit ID # 9884

Date January 16, 2020	Local Unit ID # 9884			
District 10 Council Atlanta	PTA Name Morningside Elementary PTA			
Contact Person Susan Mapen	PTA Position Treasurer			
Address 1053 E. Rock Springs Rd NE	City Atlanta			
State GA Zip 30306 Email				
	Home Phone			
Auditor/Auditing Committee: Please complete Secti	ons A and B. Year 20 <u>18</u> - 2019			
Section A				
Please check the Financial records provided:				
Checkbook register All Bank statements and deposit receipts All Cash Verification Forms and receipts All Check requests forms with receipts/bills All treasurer's reports Adopted budget and approved amendments Copies of board, executive committee and association min	Treasurer's book (also referred to as a cash book) or ledger A copy of "Conducting the Audit" from this Leadership Resource The annual financial report Checkbook and cancelled checks Itemized statements and receipts of bills paid Copy of last year's audit report & filed 990 or 990N			
Section B	confirmation e-mail			
2. Were bank statements reconciled monthly by the treasurer related to a check signer? Reconciliation done by bookkeeper who it. 3. Did all checks written contain two signatures (president a Were all checks properly recorded in checkbook register.	r and signed by another person not authorized to sign checks or a not a signer, reviewed but not signed by the treasurer. In treasurer or one other elected officer)? Idedger and with treasurer reports? Idedger and with treasurer reports? Savings int not recorded YNN Idedger and contain receipts? Idedger			
Outgoing Treasurer's Signature	Date			
Daytime Phone Number				
Incoming Treasurer's Name				
Daytime Phone Number				
www.georgiapta.org	26 granushild anguaige			

Morningside Elementary School PTA Reconciliation Detail

1002 · Checking, Period Ending 05/31/2019

т	ype	Date	Num	Name	Cir	Amount	Balance
Beginnin	g Balance	- PROPERTY COLUMN TO THE PROPERTY OF THE PROPE					178,512.66
Cle	ared Trans		_				
	Checks and	d Payments - 28 i		City of Atlanta - MLK	x	-350.00	-350.00
Check		08/12/2018	3132 3344	Kelli Hadfield	x	-700.00	-1,050.00 .
Check		04/10/2019 04/10/2019	3343	Heather Beth Low	x	-74.84	-1,124.84 •
Check Check		04/17/2019	3354	Lee Bryant	X	-375.00	-1,499 84 •
Check		04/23/2019	3359	Susanna Roberts	X	-1,622.35	-3,122.19 •
Check		04/23/2019	3358	Hamilton Reavey	X	-218.70	-3,340.89 •
Check		04/23/2019	3356	Sandra Adams	X	-192.72	-3,533.61
Check		04/23/2019	3355	Sandra Adams	X	-50.14	-3,583.75
Check		05/02/2019	3367	Carlyle's Corporate	X	-1,633.83	-5,217.58
Check		05/02/2019	3365	Wylde Center	X	-1,151.52	-6,369.10 ·
Check		05/02/2019	3361	US Games	X	-661.76	-7,030.86 <i>-</i> -7,211.70 -
Check		05/02/2019	3362	Tiffany Mercer	X X	-180.84 -77.60	-7,289.30
Check		05/02/2019	3364	Sandra Adams Dana Eris	â	-56 61	-7,345.91 ·
Check		05/02/2019	3363	Square	x	-35.00	-7,380.91
Check		05/02/2019 05/02/2019		Intuit	Ŷ	-20.00	-7,400.91
Check		05/02/2019	3371	Georgia PTA	X	-1,267.50	-8,668.41 -
Check Check		05/09/2019	3373	Danger Press	X	-887.20	-9,555.61
Check		05/09/2019	3376	Cheryl Carter	X	-100.16	-9,655.77
Check		05/09/2019	3372	Follett Library Resou	Х	-93.29	-9,749.06
Check		05/09/2019	3375	Cheryl Carter	X	-74.98	-9,824.04
Check		05/22/2019	3379	Lorri Frank	X	-1,520.49	-11,344.53 •
Check		05/22/2019	3380	Valerie Taylor	X	-281.07	-11,625 60
Check		05/22/2019	3378	Lorri Frank	X	-245.36	-11,870.98
Check		05/22/2019	3394	Joel Glorvigen	X	-185.49	-12,056.45 ⁴ -12,194.34
Check		05/22/2019	3377	Annette Ransom	X	-137.89 -81.69	-12,154.34
Check		05/22/2019	3392	Samantha Godwin	x	-2.00	-12,278.03
Check		05/31/2019	eft	Wells Fargo Bank	^ -		Control of the Contro
	Total Chec	ks and Payments				-12,278.03	-12,278.03
	Danosits :	and Credits - 10 l	tems				
Check	Doposius .	10/16/2018	3209	Michael Rawls	X	0.00	0.00
Check		11/02/2018	3212	Elaine Gaeckler	X	0.00	0.00
Check		05/02/2019	3360	Rowdy Elephants	X	0.00	0.00
Deposit		05/08/2019			X	37.31	37 31 56.43
Deposit		05/15/2019			X	19.12	167.37
Deposit		05/22/2019	dep	_	X	110.94 • 1,196.38 •	1,363.75
Deposit		05/22/2019		Square	X X	154 16	1,517.91
Deposit		05/23/2019		Square Square	â	77.38	1,595.29
Deposit		05/24/2019		Wells Fargo Bank	x	7,41	1,602.70
Deposit		05/31/2019		AACIIS (BIBO COM	•	1,602.70	1.602.70
		osits and Credits			•	-10,675.33	-10,675.33
To	otal Cleared	Transactions			-	-	167,837,33
Cleared	Balance					-10,675.33	101,001,00
U	ncleared T	ransactions					
•	Checks a	nd Payments - 66	i Items			4 267 00	-1,387.00
Genera	Journal	07/01/2017	24R			-1,387.00 -69.97	-1,456.97
	-Check	03/02/2018	3022	Stephanie Boswell		-59.87 -50.00	-1,506.97
	-Check	04/09/2018	3080	National PTA Danger Press		-384.20	-1,891.17
	-Check	04/26/2018	3072	Amber Ackerman		-181.14	-2,072.31
	-Check	05/10/2018	3083 25	Aisha Stith		-49.01	-2,121.32
	I Journal	08/21/2018	23	Vibile Anni		-78.18	-2,199.50
Check		08/27/2018	3147	Cynthia Baird Camp	. M	-159.71	-2,359.21
Check		09/05/2 018 10/25/2018	3215	Booster Enterprises		-265.89	-2,625.10
Check		10/25/2018	3227	Monaco Dennard		-215.00	-2,840.10
Check		11/01/2018	3231	Wylde Center	M	-484.15	-3,324.25
Check		11/02/2018	3219	Craig Woods	M	-225.00	-3,549.25
			3213	Elaine Gaeckler	M	-223.80	-3,773.05
Check		11/02/2010	3213	Figure ordered			A ATA AA
Check Check		11/02/2018 11/02/2018	3232	Aly Nussear Nikki Denard	M M	-197.88 <i>-</i> 75.47	-3,970.93 -4,046.40

Morningside Elementary School PTA Reconciliation Detail 1002 · Checking, Period Ending 05/31/2019

Ту	rpe Da	ite	Num	Name	Cir	Amount	Balance
Check	11/05/2	2018	3216	Jonathan Bender	M	-920.89	-4,967.29
Check	11/05/2		3211	US Games	M	-207.98	-5,175.27
Check	11/06/2		3214	Allison Giannauola	М	-284.81	-5,460.08
Check	11/07/2		3204	Nikki Denard	M	-200.00	-5,660.08
Check	11/08/		3229	FlagHouse	M	-649.12	-6,309.20
Check	11/09/2		3233	Nikki Denard		-134.49	-6,443.69
Check	11/19/		3217	Allison Espelosin	M	-1 56.92	-6,600.61
Check	11/19/		3230	Nikki Denard	M	-96.94	-6,697.55
Check	11/19/		3228	Nikki Denard	M	-31.15	-6,728.70
Check	11/26/		3218	Richard Hatcher		-52.73	-6,781.43
Check	11/27/		3244	Jessica Romenesko	M	-54.01	-6,835.44
Check	11/28/		3239	Terry Abromitis	M	-205.23	-7,040.67
Check	11/28/		3241	Holly Love		-90.03	-7,130.70
Check	11/29/		3237	Allyson Summer Ho	M	-200.00	-7,330.70
Check	02/05/		3296	Katherine Collins		-750.00	-8,080.70
	03/28/		3341	Atlanta Opera		-1,800.00	-9,880.70
Check	04/17/		3347	School Nurse Suppl		-598.00	-10,478.70
Check	04/17/		3357	Brittany Hamilton		-230.34	-10,709.04
Check			27	Rowdy Elephants		-400.00	-11,109.04
General J			27 3368	Jana Kovac		-350.00	-11,459.04
Check	05/02/			Angela Howard		-42.31	-11,501.3
Check	05/02/		3366 2274	Elaine Gaeckler	М	-224.14	-11,725.40
Check	05/09/		3374	Michelle Morris	141	-88.11	-11,813.60
Check	05/09/		3369	Atlanta Council of P		-60.00	-11,873.60
Check	05/09/		3370		**	-9.872.90	-21,746.50
Check	05/22/		3386	Apple	M M	-1,128.08	-22,874.5
Check	05/22/		3383	Wylde Center		-1,120.00	-23,992.4
Check	05/22/		3382	Wylde Center	M	-851.99	-24,844.44
Check	05/22/		3381	Wylde Center	M	-840 00	-25,684.4
Check	05/22/		3385	Musician's Friend	M		-26,134.4
Check	05/22/		3391	Offsite Business Sol	M	-450.00 434.45	-26,558,89
Check	05/22/		3387	Amy Edgar	M	-424.45	
Check	05/22/		3389	Directory Solutions,	M	-405.00	-26,963.89
Check	05/22/		3393	Wendy Tobias	M	-280.02	-27,243.9
Check	05/22/	2019	3384	Sandra Adams	M	-88.82	-27,332.73
Check	05/22/	2019	3390	Cheryl Carter	, Μ	-34.11	-27,366.8
Check	05/29/	2019	3400	Musician's Friend	-	-1,719.00	-29,085.8
Check	05/29		3398	Jaime Wender	M	-653.11	-29,738.9
Check	05/29	2019	3397	Offsite Business Sol	M	-450.00	-30,188.9
Check	05/29/	2019	3399	joanna Kobylivker	M	-134.78	-30,323.7
Check	05/29	2019	3395	Tiffany Mercer	М	-81.68	-30,405.4
	Total Checks and Pa	syments			-	-30,405.41	-30,405.4
To	tal Uncleared Transa	ctions			-	-30,405.41	-30,405.4
Register	Balance as of 05/31/	2019				-41,080.74	137,431.93
	w Transactions						
	Checks and Payme					465.45	100.0
Check	06/03	/2019	3401	Rowdy Elephants		-400.00	-400.0
Check	06/03	/2019	3402	Allison Castle	M	-31.98	-431.9
Check	06/12	/2019	3403	Starwalk Enterprises		-3,750.00	-4,181.9
Check	06/12	/2019	3408	Jostens Inc.	M	-3,212.12	-7.394 1
Check	06/12		3407	Atlanta Public Scho	M	-2,406.84	9,800.9
Check	06/12		3405	Audrey Sofianos	M	-1,406.12	-11,207.0
Check	06/12		3404	Cathleen Miller	M	-149.35	-11,356.4
Check	06/12		3406	Michelle Morris	M	-77.88	-11,434.2
	07/12		3410	Amy Hartman		-167.39	-11,601.6
Check	Total Checks and Payments					-11,601.68	-11,601.6
	Total Checks and F						±
	Deposits and Cred	its - 5 item	15				
	Deposits and Cred	lts - 5 item /2019	15		M	38.54	
Check	Deposits and Cred		15 27R	Rowdy Elephants	M	400.00	438.5
Check	Deposits and Cred 06/03 Journal 06/03	/2019		Rowdy Elephants Parent Donation	M	400.00 410.86	438.5 849.4
Check Deposit General Deposit	Deposits and Cred 06/03 Journal 06/03 06/04	/2019 /2019 /2019				400.00	438.5 849.4
Check Deposit General	Deposits and Cred 06/03 Journal 06/03 06/04 06/22	/2019 /2019				400.00 410.86	38.5 438.5 849.4 2,156.7 2,163.1

1:44 PM 07/12/19

Morningside Elementary School PTA Reconciliation Detail 1002 · Checking, Period Ending 05/31/2019

Туре	Date	Num	Name	Cir	Amount	Balance
Total New Tran	sactions				-9,438.57	-9,438.57
Ending Balance					-50,519.31	127,993.35

1:37 PM 07/12/19

Morningside Elementary School PTA Reconciliation Summary 1002 · Checking, Period Ending 05/31/2019

	May 31, 19	
Beginning Balance Cleared Transactions Checks and Payments - 28 items Deposits and Credits - 10 items	178,512 -12,278.03 1,602.70	.66
Total Cleared Transactions	-10,675.33	
Cleared Balance	167,837	.33
Uncleared Transactions Checks and Paymonts - 55 items	-30,405.41	
Total Uncleared Transactions	-30,405.41	
Register Balance as of 05/31/2019	137,431	.92
New Transactions Checks and Payments - 9 items Deposits and Credits - 5 items	-11,601.68 2,163.11	
Total New Transactions	-9,438.57	
Ending Balanco	127,993	3.35

Platinum Business Checking

May 31, 2019 ■ Page 1 of 5



MORNINGSIDE SCHOOL PTA 1516 N MORNINGSIDE DR NE ATLANTA GA 30306-3242

Questions?

Available by phone 24 hours a day, 7 days a week: Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833 En español: 1-877-337-7454

Online: wellstargo.com/biz

Write: Wells Fargo Bank, N.A. (297)

P.O. Box 6995

Portland, OR 97228-6995

Your Business and Wells Fargo

Since August 2003, the Wells Fargo/Gallup Small Business Index has surveyed small business owners on current and future perceptions of their business financial situation. View the latest results at wellsfargoworks.com.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking	
Online Statements	
Business Bill Pay	
Business Spending Report	
Overdraft Protection	

Other Wells Fargo Benefits

Looking for \$10,000 to \$100,000 in financing for business vehicles or equipment?

Whether you are interested in refinancing an existing vehicle loan,* or purchasing new or used vehicles or equipment, we're here to

The Equipment Express* loan provides flexible financing that could help move your business forward.

- Fixed rates
- Set payments
- No annual or prepayment fees

As a small business owner, there are plenty of uncertainties - don't let financing costs be one of them. With Equipment Express, you'll know your costs before you finance.

Plus, when you apply by June 30, 2019, the \$150 documentation fee will be waived**

To learn more and apply, visit wellsfargo.com/express or visit your local banker. Or if you have specific questions about our loans, call 1-800-416-0058, Monday-Friday, 7:00 a.m. to 5:00 p.m. Pacific time, to talk to a specialist.



Note: All financing is subject to credit approval.

*Restrictions apply.

"Wells Fargo is offering a \$150 documentation fee waiver to qualifying customers who apply for an Equipment Express loan account between 04/01/2019 and 06/30/2019. To qualify, customers must (1) apply for a new Equipment Express loan account during the offer period, and (2) access funds from the account within 60 days of account opening.

Activity summary	
Beginning balance on 5/1	\$178,512.66
Deposits/Credits	1,602.70
Withdrawals/Debits	- 12.278.03
Ending balance on 5/31	\$167,837.33
Average ledger balance this period	\$174,442.68

Account number: 7428434620
MORNINGSIDE SCHOOL PTA

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 061000227

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

Your account is linked to the following for Overdraft Protection:

■ Savings - 000006634260027

Interest summary

\$7.41
\$174,439,13
0.05%
\$7.41
\$39.60

Transaction history

	Check		Deposits/	Withdrawals/	Ending daily
Date	Number	Description	Credits	Debits	balance
5/1	3343			74.84	178,437.82
5/2	3354	Cashed Check		375.00 √	
5/2	<	Business to Business ACH Debit - Intuit Pymt Soln Acct Fee 190502 524771996708346 Morningside Elementary		20.00	
5/2	¢	Business to Business ACH Debit - Square Inc 190502P2 190502 L208438743483 Courtney Harkness		35.00	178,007,82
5/6	3344	Check		700.00	177,307,82
5/8		Amznto3Xekm2 Amazonsmil 190508 6laeou07Ldbb40L Payments Amazon.Com ID#6laeou07Ldbb40L	37,31 /	1	177,345,13
5/13	3359	Check		1,622.35	175,722.78
5/14	3372	Check		93.29	
5/14	3362	Check		180.84	4-34
5/14	3368	Check		350.00 △	175,098.65
5/15		Square Inc 190515R2 190515 L209442312070 Courtney Harkness	19.12		175,117.77
5/16	3355	Deposited OR Cashed Check		50.14 🔨	
5/16	3364	Deposited OR Cashed Check		77.60	
5/16	3356	Deposited OR Cashed Check		192.72	Series Individual and the co
5/16	3358	Check		218.70	
5/16	3365	Check		1,151.52	173,427,09
5/20	3363	Cashed Check		56,61	
5/20	3373	Deposited OR Cashed Check		887.20 <	172,483,28
5/21	3361	Check		661.76	171,821.52



Transaction history (continued)

	Check		Deposits/	Withdrawals/	Ending daily
Date	Number	Description	Credits	Debits	balance
5/22		Square Inc 190522R2 190522 L209444127492 Courtney Harkness	1,196.38		
5/22		Edeposit IN Branch/Store 05/22/19 10:55:08 Am 1605 Monroe Dr NE Atlanta GA	110.94		
5/22	3375	Check		74.98	
5/22	3376	Check		100.16 📐	172,953.70
5/23		Square Inc 190523R2 190523 L209444445358 Courtney Harkness	154,16		173,107.86
5/24		Square Inc 190524R2 190524 L209444785465 Courtney Harkness	77.38		
5/24	3377			137,89	173,047,35
5/28	3367	Deposited OR Cashed Chack	Em Section 1	1,633.83	Transaction and
5/28	3371	Check		1,267,50 ×	
5/28	3380			281.07	169,864.95
5/29	3378			245.36	
5/29	3379			1,520.49	168,099,10
5/30	3394	Check		185.49 🔨	167,913.61
5/31	3392	Check		81.69	
5/31		Interest Payment	7.41 *		
5/31		Monthly Check Return/Image Stmt Fee		2.00 /	167,837.33
Ending ba	lance on 5/31		/		167,837.33
Totals			\$1,602.70	\$12,278.03	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
3343	5/1	74.84	3363	5/20	56.61	3375 *	5/22	74.98
3344	5/6	700.00	3364	5/16	77.60	3376	5/22	100.16
3354 *	5/2	375.00	3365	5/16	1,151.52	3377	5/24	137.89
3355	5/16	50,14	3367 *	5/28	1,633.83	3378	5/29	245.36
3356	5/16	192.72	3368	5/14	350.00	3379	5/29	1,520.49
3358 *	5/16	218.70	3371 *	5/28	1,267.50	3380	5/28	281.07
3359	5/13	1,622.35	3372	5/14	93.29	3392 *	5/31	81.69
3361 *	5/21	661.76	3373	5/20	887,20	3394 .	5/30	185.49
3362	5/14	180.84						

^{*} Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 05/01/2019 - 05/31/2019	Standard monthly service fee \$40.00	You paid \$0.00	
How to avoid the monthly service fee	Minimum required	This fee period	
Have any ONE of the following account requirements			
Average ledger balance	\$25,000.00	\$174,443.00	V
· Combined balances in linked accounts, which may include	\$40,000.00		[7]
- Average ledger halances in husiness checking sovings and time of	counts		

Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.