Financial Review/Audit Report for Local PTAs

Virginia PTA
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Name of PTA/PTSA: Cub Run Elementary PTA

EIN Number: 54-1498846 Date of Financial Review: Aug 28, 2021

Financial Review period from 1 July 2020 to 30 June 2021.

Presented to PTA executive board on: _____ *(date)* and adopted by your General Membership on: _____ *(date).*

Date of last financial review: 8/10/2020. Last financial review covered the period from 1 July 2019 to 30 June 2020.

PTA District: Northern Virginia PTA Council: Fairfax

Signed: _____ Signed: Suzanne Lenard

President **Treasurer**

Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. **The following information is submitted to the Virginia PTA as the annual financial review of this association.**

FINANCIAL REVIEW COMMITTEE or AUDITOR: *(a committee of 3 people that are not authorized to sign checks for this PTA during this financial review period OR an experienced auditor)*

The financial records of this PTA are ____ **complete** or ____ **incomplete**. If incomplete, include comments detailing missing documentation and recommendations.

Financial Review Committee:

Signed: ValerieBarr

Print Name: Valerie Barr

Financial Review Committee Chair

Phone: 410-440-6404

Signed: Suzanne Lenard

Financial Review Committee Member

Signed: _____

Auditor:

Signed: John Sleonard

Printed Name: John S. Leonard, CPA

Organization: Aitken + Co, CPAs

Address: 3975 University Dr. #200
Fairfax, VA 22030

Phone number: 703 505 7627

Cub Run PTA Bank Card Policy

The Cub Run Elementary School PTA shall only have one debit bank card, assigned to either the President, Treasurer, or VP of Involvement. The bank card shall only be used for pre-approved purchases, which must stay within the prescribed budget. Two board members must be aware of every purchase (by email or text confirmation). Receipts are required for all purchases. Should a receipt not be provided, the bank card purchaser will be held responsible for all funds spent.

This year the holder of the PTA's only debit card is:

Erin Lorenc

Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the financial review committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted financial review report and filed with the permanent financial records.**

Officer Information:

President during financial review period: Erin Lorenc
phone: 703 609 9467

Treasurer during financial review period: Suzanne Leonard
phone: 703 509 3759

Secretary during financial review period: Charity Ponton
phone: 402-215-1673

Treasurer's Records:	**Treasurer**	**Financial Review Committee**
1. Do the treasurer records include:		
• Contact information for the Executive Board?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of previous financial review/audit?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of the bylaws and standing rules *(if applicable)*?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of membership roster?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of the adopted budget?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of IRS 990 filing?	☑ Yes ☐ No	☑ Yes ☐ No
• Copy of insurance policy?	☑ Yes ☐ No	☑ Yes ☐ No
• A copy of the 501c(3) determination letter?	☑ Yes ☐ No	☑ Yes ☐ No
• A copy of the sales tax exempt certificate? *(if applicable)*	☑ Yes ☐ No	☑ Yes ☐ No
• A copy of bank signatory paperwork?	☑ Yes ☐ No	☑ Yes ☐ No
• Minutes of all meetings? *(Board and general membership)*	☑ Yes ☐ No	☑ Yes ☐ No
• Treasurer reports with budget-to-date information for **every** meeting?	☑ Yes ☐ No	☑ Yes ☐ No
• Bank statements?	☑ Yes ☐ No	☑ Yes ☐ No
• Documentation for **every** expense and **all** income?	☑ Yes ☐ No	☑ Yes ☐ No
• The annual year-end report?	☑ Yes ☐ No	☑ Yes ☐ No
2. Were the records turned over in a timely manner to the financial review committee? **If no**, when were they turned over?_____ **Comments**: **Recommendation**: All PTA records are the property of the PTA and shall be available to the membership.		☑ Yes ☐ No
3. Where are your treasurer records maintained? Location: Treasurer's House		

Address: 14818 Hunting Path Place Centreville, VA 20120 If possible, your records should be kept at your school in a secure location. Your board needs to know where these books are kept.		
4. Are the current treasurer books held by the treasurer? The treasurer maintains all financial records.	☑ Yes ☐ No	

Budget:	**Treasurer**	**Financial Review Committee**
1. Was the budget adopted by the general membership? When? **If no,** **Comments:** **Recommendation:** The proposed budget is to be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. We are a membership association and this money belongs to our members.	☑ Yes ☐ No _____ *(date)*	☑ Yes ☐ No
• Was the budget prepared by a budget committee?	☑ Yes ☐ No	
• **If no**, who prepared the budget?		
• Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.?	☑ Yes ☐ No	
• Does the budget show all sources of income, totaled and balanced, against all total expense categories?	☑ Yes ☐ No	
• Was the budget reviewed by the Board before general membership adoption?	☑ Yes ☐ No	
2. Was a budget report presented at every PTA board/general membership meeting? **If no,** **Comments:** available electronically **Recommendation:** A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.	☑ Yes ☐ No	☑ Yes ☐ No
3. Is a copy of the adopted financial review/audit report sent to the state office each year?	☑ Yes ☐ No	
4. Are there any irregularities in the budgeted amounts to actual expenses/income? **If yes,** **Comments:** **Recommendation:** any budget amendment over $300 must be approved by your general membership.		☐ Yes ☑ No

Treasurer's Reports:	**Treasurer**	**Financial Review Committee**
1. Was a detailed, written treasurer's report presented at **every** PTA board/general membership meeting? **If no,** **Comments:** **Recommendation**: A treasurer's report detailing income and expenses and reconciled to the bank statement must be presented at every PTA board/general membership meeting.	☑ Yes ☐ No	☑ Yes ☐ No
• Were the reports clear, concise and easily understood?	☑ Yes ☐ No	☑ Yes ☐ No
• Did the reports show, in detail, the source(s) of all income and expenses?	☑ Yes ☐ No	☑ Yes ☐ No
2. Did the treasurer prepare an annual or year-end detailed, written report?	☑ Yes ☐ No	☑ Yes ☐ No
3. Do the canceled checks **and** the entries in the checkbook **and** the treasurer's reports **all agree**?		☑ Yes ☐ No
4. Do the deposit slips **and** the entries in the income ledger **and** the treasurer's reports **all agree?**		☑ Yes ☐ No
5. Have all financial obligations of the PTA been paid in full?		☑ Yes ☐ No

Bank Reconciliation:	**Treasurer**	**Financial Review Committee**
1. Were the bank statements reconciled every month? **If no,** when were they reconciled? **Comments:** **Recommendation**: Bank statements must be reconciled every month.	☑ Yes ☐ No	☑ Yes ☐ No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? **If no**, were they verified in any months? **Comments**: Meetings virtual, provided electronically **Recommendation**: Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	☑ Yes ☐ No	☑ Yes ☐ No
3. Did the year-end financial report reconcile with the final bank statement?	☑ Yes ☐ No	☑ Yes ☐ No

Financial Procedures and Controls:	**Treasurer**	**Financial Review Committee**
1. Are all PTA monies kept separate from school, personal or other organization's funds?	☑ Yes ☐ No	
2. Are the state and national portions of membership dues sent to the Virginia PTA state office before November 1st? **If no,** **Comments:** **Recommendation**: Membership funds belonging to Virginia and National PTA are transfer funds and should be remitted to Virginia PTA.	☐ Yes ☑ No There was confusion over Memberhub - thought it was pulling our dues. Paid in Dec. once notified of the discrepancy.	☐ Yes ☑ No

• Do the deposit records for membership match the membership numbers? **If no,** **Comments:** **Recommendation:** membership funds belonging to Virginia and National PTA should be remitted to Virginia PTA and are not included in your PTA budget.		☑ Yes ☐ No
What was the PTA's total membership count for the year?	51	
PTA membership dues are $10/20/40 per member for the 2020/2021 school year.	*complete section*	
What was the date and dollar amount of dues sent to Virginia PTA? ○ Date: December 2020 Amount: $196.00 ○ Date: April 2021 Amount: $12.25 ○ Date: _____ Amount: _____	*complete section*	
What was the amount of dues paid to Council, if applicable? ○ Date: _____ Amount: _____	*complete section*	
3. Was there a proper invoice or receipt for each expenditure? **If no,** **Comments:** Receipts lost in flood **Recommendation:** There **must** be a receipt or invoice for every check written. If there is no receipt, no check should be written.	☑ Yes ☑ No There was one but due to a flood in the treasurer's home, some items were lost.	☐ Yes ☑ No
• Was every expense checked against the budget before authorization? • Were receipts and invoices matched against the request before payment? • Is there a time limit for reimbursements?	☑ Yes ☐ No ☑ Yes ☐ No ☑ Yes ☐ No	
4. Is there a policy that prohibits the signing of blank checks? Are all checks signed by at least two authorized people? **If no,** how often were they only signed by one person? **Comments:** **Recommendation:** all checks **must** be signed by 2 people.	☑ Yes ☐ No ☑ Yes ☐ No	☑ Yes ☐ No
• Was the check register kept current? • Are **all** checks used in sequential order? • Are all checks accounted for, including voided checks?	☑ Yes ☐ No ☑ Yes ☐ No ☑ Yes ☐ No	☑ Yes ☐ No ☑ Yes ☐ No ☑ Yes ☐ No
Were there any checks written to "cash" or cash withdrawals? **If yes,** list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____	☐ Yes ☑ No	☐ Yes ☑ No

Comments: **Recommendation**: **NEVER** write a check to "cash". There is no record of how your PTAs funds were spent.		
5. Is signatory paperwork up-to-date with at least three (3) signatures?	☑ Yes ☐ No	
Does the PTA/PTSA have checking account? With which bank? BB&T	☑ Yes ☐ No	
Does the PTA/PTSA have a savings account? With which bank? _____	☐ Yes ☑ No	
Does the PTA/PTSA have any certificates of deposit? With which bank? _____	☐ Yes ☑ No	
Does the PTA/PTSA have a debit card? **If yes,** **Comments:** Printed policy on file **Recommendation**: Virginia PTA **strongly** advises units not to hold debit cards as they can be easily misused.	☑ Yes ☐ No We have 1 debit card & use the attached policy.	☑ Yes ☐ No
6. Are at least two people involved in the processes of depositing funds and handling cash? **If no**, how often did only one person count? **Comments**: **Recommendation**: A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A "cash counting sheet for event" may also be used (National PTA).	☑ Yes ☐ No	☑ Yes ☐ No
Were all funds deposited **promptly**? (within the next business day) **If no**, how much time lapsed? **Comments:** Covid delays **Recommendation**: PTA funds should never be taken home with you and should be deposited the same day they are received or the next business day.	☐ Yes ☑ No within 5 business days. Mail pass off due to covid was delayed from the school.	☐ Yes ☑ No
Was all income properly allocated into the appropriate budget line?	☑ Yes ☐ No	

Insurance:	**Treasurer**	**Financial Review Committee**
1. Are insurance policies in force to protect the PTA against loss of property by reason of fire, theft or other casualty?	☑ Yes ☐ No	☑ Yes ☐ No
2. Are liability policies in effect to protect PTA officers and members, schoolchildren or other third parties where PTA projects or activities may result in an accident?	☑ Yes ☐ No	☑ Yes ☐ No
3. Are the treasurer and all others authorized to handle PTA funds covered by a fidelity bond in the amount determined by the board?	☑ Yes ☐ No	☑ Yes ☐ No

Internal Revenue Service (IRS) and Tax Forms:	**Treasurer**	**Financial Review Committee**
1. What is the PTA/PTSA's Employer Identification Number (EIN)? 54-1498846		
2. A copy of the letter from Virginia PTA verifying your PTA as a subordinate of the Virginia PTA with our 501c(3) Determination Letter and your Sales Tax Exemption Certificate are in your permanent files.	☑ Yes ☐ No	☑ Yes ☐ No
3. Has the IRS form 990, 990-EZ or E-Postcard been filed with the IRS?	☑ Yes ☐ No	☑ Yes ☐ No
Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard)	☑ 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	

Fundraising, Corporate Sponsorship and Grants:	**Treasurer**
1. Did the PTA follow the 3 to 1 rule for fundraising *(reference "Standards for PTA Fundraising" at www.ptakit.org)*	☑ Yes ☐ No
2. Did the PTA ensure fundraisers did not exploit children?	☑ Yes ☐ No
3. Were all fundraisers approved by the general membership?	☑ Yes ☐ No
4. Was care taken to see that no laws were violated during fundraisers?	☑ Yes ☐ No
5. Were all school system policies for fundraisers followed?	☑ Yes ☐ No
6. Did the President sign all fundraising contracts?	☑ Yes ☐ No
7. Were sufficient procedures in place to ensure the safe handling of funds?	☑ Yes ☐ No
8. Did the PTA receive any money from grants? If "YES" list: Grant Source _____ Amount _____ _____ _____	☐ Yes ☑ No
Were monies expended in accordance with grant application?	☐ Yes ☐ No
9. Did the PTA receive any money or goods from corporate sponsorships?	☐ Yes ☑ No
Was the money or goods used according to the request?	☐ Yes ☐ No

Leadership Training	**Treasurer**
1. Were officers sent to Leadership Training and Annual Conference?	☐ Yes ☑ No
2. Did officers participate in District or Council training?	☐ Yes ☑ No
3. Did officers complete National PTA E-learning courses?	☐ Yes ☑ No

Financial Review Committee or Auditor Additional Comments and Recommendations:

Audit Report for: Cub Run Elementary PTA.

EIN: 54-1498846. Date of audit: Aug 30, 2021.

Audit period from July 1, 2020 **to** June 30, 2021.

Last audit period from July 1, 2019 to June 30, 2020 Ending balance: $ 23,151.07.

1. Beginning Balance (Should match prior audit "Ending Balance")	$ 32,459.01
2. Receipts (*Total of all deposits and credits)*	$ 13,505.86
3. Add line 1 and line 2:	$ 45,964.87
4. Expenses (*Total of all checks written and debits)*	$ 22,813.80
5. Subtract line 4 from line 3 for "ENDING BALANCE" *(Should match check register)*	$ 23,151.07

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement: $ 23,151.07

Outstanding Checks:

Check #	Payable to:	Amount
	Total outstanding checks:	$

7. Subtract total for Outstanding Checks from Line 6. $ ∅

Outstanding Deposits

Source of Deposit	Amount
TOTAL OUTSTANDING DEPOSITS:	$

8. Add total Outstanding Deposits to Line 7. $ ∅

9. Enter amount in line 8 to verify "ENDING BALANCE"
Should match check register and amount in Line 5. $ 23,151.07