

# PTA AUDIT COVER SHEET



**Purpose:** To remain in compliance with the bylaws and in good standing.

**Instructions:**

- The Board of Directors must select an audit team of one or more individuals to complete the PTA audit.
- The treasurer must gather all the records, fill in the local unit identification information and give the records and forms to the auditor(s).
- Mail completed audit packet (PTA Audit Cover Sheet, Audit/Financial Review Report and PTA Audit Checklist) to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366 by the last business day in September.

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

**Audit Packet Checklist** (Be sure to include a copy of the following – keep the originals for your records):

- PTA Audit Cover Sheet  Yes  No
- PTA Audit/Financial Review Form (previous school year)  Yes  No
- PTA Audit Checklist  Yes  No
- IRS Form 990 was filed on \_\_\_\_\_ by \_\_\_\_\_

**To: Auditor/Auditing Committee**

Thank you for agreeing to perform a financial review of the books of this PTA/PTSA. To complete the audit, you need **ALL** of the following items:

- |   |  |
|---|--|
| <input type="checkbox"/> Current bylaws   | <input type="checkbox"/> Treasurer’s book (sometimes referred to as a cash book) or ledger |
| <input type="checkbox"/> Copy of last year’s audit report   | <input type="checkbox"/> A copy of “Conducting the Audit” from this Leadership Resource    |
| <input type="checkbox"/> Bank statements and deposit receipts   | <input type="checkbox"/> The annual financial report                                       |
| <input type="checkbox"/> Check requests forms   | <input type="checkbox"/> All treasurer’s reports   |
| <input type="checkbox"/> Adopted budget and any amendments that were approved by the membership during the year | <input type="checkbox"/> Checkbook and cancelled checks                                    |
| <input type="checkbox"/> Copies of board, executive committee and association minutes                           | <input type="checkbox"/> Itemized statements and receipts of bills paid                    |
| <input type="checkbox"/> The attached PTA Audit/Financial Review Form and PTA Audit Checklist                   |  |

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

**Please contact and return the completed audit to the new incoming treasurer.**

Outgoing Treasurer’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Incoming Treasurer’s Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

# PTA AUDIT/FINANCIAL REVIEW FORM



Year 20\_\_\_\_\_ - 20\_\_\_\_\_

Date \_\_\_\_\_

PTA Name \_\_\_\_\_ LU ID # \_\_\_\_\_

Council \_\_\_\_\_ District \_\_\_\_\_

Dates covered by this audit/financial review from: \_\_\_\_\_ to: \_\_\_\_\_

1. Balance on Hand (From Date of Last Audit).....\$ \_\_\_\_\_
2. Receipts (From last audit to date of audit).....\$ \_\_\_\_\_
3. Total Cash (add 1 and 2 together).....\$ \_\_\_\_\_
4. Disbursements (From last audit to date of audit).....\$ \_\_\_\_\_
5. Balance on Hand (Date of Audit) .....\$ \_\_\_\_\_
6. Bank Statement Balance as of \_\_\_\_\_ (date) .....\$ \_\_\_\_\_
7. Checks Outstanding (List check number and amount)
  
8. Total Outstanding Checks .....\$ \_\_\_\_\_
9. Balance in Checking Account (Subtract line 8 from line 6).....\$ \_\_\_\_\_

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

Please check one:

\_\_\_\_\_ 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 (Attach additional pages if needed).

\_\_\_\_\_ I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance.

We have attached our findings/recommendations to this form.

\_\_\_\_\_  
Auditor(s)/Reviewer(s) Signature(s)

\_\_\_\_\_  
Auditor(s)/Reviewer(s) Signature(s)

\_\_\_\_\_  
Auditor(s)/Reviewer(s) Signature(s)

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Date

**Note to Treasurer: Mail completed audit packet to Georgia PTA by the last business day in September.**

Georgia PTA  
114 Baker Street, NE,  
Atlanta, GA 30308-3366

# PTA AUDIT CHECKLIST



Name of Local Unit \_\_\_\_\_ LU ID# \_\_\_\_\_

Treasurer: Use this checklist to gather your documents for the PTA audit. Provide the auditor(s) with the checklist.

Auditor(s): Use this document to verify receipt of the items for the PTA audit and verify that tasks have been completed.

DESCRIPTION	YES	NO
<b>I. Financial records provided:</b> (Originals – Check all those received, circle those not received)		
<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget(s) <input type="checkbox"/> Last Audit Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input type="checkbox"/> Cancelled checks (including voids) <input type="checkbox"/> Authorizations for Payment <input type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Bank statements, bank books and deposit slips <input type="checkbox"/> Receipts/bills <input type="checkbox"/> Cash receipts <input type="checkbox"/> Executive committee minutes <input type="checkbox"/> Board of Directors minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Monthly Treasurer and Secretary reports <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Copy of last tax return filed	Y	N
<b>II. Beginning Balance Records</b>		
<input type="checkbox"/> Does amount shown on first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit?	Y	N
<b>III. Bank Reconciliation</b>		
1. All bank statements reconciled since last audit by treasurer and signed by another person not authorized to sign checks.	Y	N
2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement).	Y	N
3. Deposits and Checks Written: (signed by two: president, treasurer and one other <i>elected</i> officer) a) Recorded in checkbook register, b) Recorded in ledger in proper columns, c) Agree with treasurer reports	Y	N
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	Y	N
<b>IV. Membership</b>		
1. Amount recorded and deposited equals total number of memberships # _____ (members) @ \$ _____ (membership dues listed in bylaws)	Y	N
2. Amount forwarded to council/district/national PTA equals total number of memberships # _____ (members) @ \$ _____ (amount listed in bylaws)	Y	N
<b>V. Insurance</b> – premium(s) paid for liability and officer's/director's insurance	Y	N
<b>VI. Minutes</b> (List missing minutes on the audit recommendations page.)		
1. Minutes include budget approval.	Y	N
2. Minutes include all budget amendments.	Y	N
<b>VII. Check Request Forms</b> (Approved by President and completed by Treasurer)		
1. All authorizations written for approved amounts. (List missing authorizations on audit recommendations page)	Y	N
2. All authorizations have receipt/bill attached. (List missing items on audit recommendations page)	Y	N
3. Payments made by credit card or debit card. (Note: this is prohibited.)	Y	N
<b>VIII. Income</b>		
1. Cash receipts used	Y	N
2. Cash Verification Forms used with two people counting money	Y	N
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	Y	N
4. Designated income spent as approved	Y	N
<b>IX. Treasurer's Reports</b>		
1. Completed monthly	Y	N
2. Receipts/Deposits agree with ledger & register	Y	N
3. Authorizations match checks written	Y	N
<b>XI. Tax Returns</b>		
<input type="checkbox"/> Filed annually, IRS 990-N, 990-EZ, or 990 and appropriate Schedules (unit/council/district)	Y	N
<b>XII. Last Year's Audit Report</b>		
<input type="checkbox"/> Do the minutes state the audit report was presented to the association for adoption?	Y	N