

Churchville Parent Teacher Association

Financial Examination Report for Fiscal Year ended June 30, 2021

The following report covers the examination of the financial books and records of the Churchville Parent Teacher Association for the fiscal year of July 1, 2020 through June 30, 2021.

The purpose of this examination is primarily to ensure that the Association's financial activities are in compliance with its By-Laws. The review and examination included the following considerations and steps:

- Determination of the accounting methods of the Association;
- Review of the Association's By-Laws regarding Treasurer responsibilities and any others that regard financial matters;
- Review of the minutes of Association meetings held during the fiscal year;
- Check the accuracy of the math in the checkbook, given a manual system was used;
- Perform formal bank reconciliations for the fiscal year to verify accuracy of those provided;
- Sample cash disbursements to determine they were paid for purposes appropriate to what was stipulated by the members and that they were adequately supported;
- Review any correspondence with government agencies and/or taxing authorities to determine whether any issues exist between them and the Association;
- Review to ensure that state and national PTA dues were paid in accordance with the By-Laws;
- Draw a general conclusion of the fairness of the Association's financial records.

Based on the considerations and steps performed, the committee recommends the following actions be taken by the Association:

1. Because bank statements are not mailed, an elected officer (who is not related to the treasurer) should log into the online bank account, review the activity and report any suspicious activity to the board. *Currently the president, treasurer and secretary have access to the online account. Because the incoming treasurer and secretary are related, the president or other board member should review online activity monthly.*
2. The Treasurer must present a financial report at each board meeting, which should include a summary of all receipts and disbursements since the last meeting. *At the last board meeting of the year, a disbursement of \$1,730 was erroneously omitted from the financial report, which had an effect of overstating the ending cash balance in the report by that amount. However, the disbursement was allowed for in the budget, and also had the proper signatures and approvals.*

Conclusion

Based upon the considerations made and steps performed as part of this examination, the audit committee believes the books and records fairly and accurately represent the financial activities and results of the Churchville Middle School PTA for the 2020-2021 fiscal year. The Association's opening cash balance for the fiscal year 2021-2022 is **\$14,697.26**.

Erin Bruno 7/20/21

Erin Bruno, CPA (inactive)

PTA AUDIT REPORT FORM

Fiscal Year Ended June 30, 2021

Name of PTA Unit Churchville Middle School

Balance on hand (last audit date's balance)	\$ 19,393.94
Receipts (from last audit to today's audit)	\$ 17,245.47 (1)
TOTAL CASH	\$ 36,639.41 (2)
Disbursements (from date of last audit)	\$ 21,942.15 (3)
BALANCE ON HAND (date of audit)	\$ 14,697.26 (4)
Latest Bank Statement Balance as of June 30, 2021	\$ 14,643.14 (5)
CHECKS OUTSTANDING	
Date: 6/16/21 Ck No: 1833 Payee: Playscripts Inc. \$ 149.87	
Date _____ No. _____ Payee _____ \$ -	
Total Checks Outstanding	\$ 149.87 (6)
Deposits not yet Credited	\$ 203.99 (7)
Balance in Checking Account (adjusted to books)	\$ 14,697.26 (8)

We have verified that all tax forms, PTA- and government-required forms have been filed.

We have examined the books of the treasurer of Churchville Middle School PTA and find them to be:

- ☒ correct
☐ incomplete
☐ substantially correct with the noted adjustments
☐ incorrect

AUDIT COMMITTEE MEMBERS' NAMES & SIGNATURES

Eric Bruno
(Chair)

Date Audit Completed 7-20-21

NOTES

- (1) Total receipts = total cash received during the period audited.
- (2) Total cash = Beginning balance plus total receipts (1).
- (3) Total disbursements = total checks and cash disbursed during period audited.
- (4) Balance on hand = Total cash minus total disbursements. This equals balance per books.
- (5) Balance per the bank as of the audit period, e.g. as of June 30, 20XX (note the cutoff date of the transactions could be different from the calendar month end).
- (6) List checks issued during the bank statement period which have not yet cleared.
- (7) Deposits made during the bank statement period not yet reflected on the bank statement (if applicable).
These are deposits in transit
- (8) Balance per Bank (5) minus checks OS (6) plus Deposits in Transit (7) = Adjusted Bank Balance. This should equal the Balance per Books (4).