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AUDIT REPORT

Date 7/1/2020 Fiscal Year 2019-2020
 Name of Unit CUTTEN RIDGEWOOD PTA IRS EIN 94-2168363
 Council OUT OF District PTA 22
 Bank Name REDWOOD CAPITAL BANK Account Name 1000001729
 Bank Address 402 G ST. City/Zip EUREKA 95503
 Membership Dues Per Bylaws \$ 7.00
 Total Members YTD 501 E-Members YTD 501

Dates covered by this audit 1/1/2020 to 10/30/2020
 Check numbers reviewed in this audit 2003 to 2024

BALANCE ON HAND at date of last audit 1/1/2020 (date) \$ 38670.09
 RECEIPTS since last audit \$ _____
 DISBURSEMENTS since last audit TOTAL \$ _____
 BALANCE ON HAND as of 8/1/2020 (date) \$ 30858.33

BANK RECONCILIATION

BANK STATEMENT BALANCE as of _____ (date) \$ _____
 DEPOSITS not yet credited (add to balance) \$ _____
 \$ _____ \$ _____ \$ _____

UNCLEARED CHECKS (List check number and amount)

#1954 \$42.86 #2017 \$10.00 #2019 \$500.00 2021 \$500.00 2023 \$1875.00
 #2025 \$70.30 #2018 \$500.00 #2020 \$500.00 2022 \$250.00 2024 972.00
 2025 \$20.00 2026 \$151.95
 TOTAL uncleared checks (subtract from balance) \$ 5120.16
 BALANCE in checking account as of 8/1/2020 (date) \$ 30858.33
 *These lines must balance

Read the following when the auditor's report is given: I have examined the financial records of the treasurer of Cutten-Ridgewood PTA PTAPTSA and find them:

- correct.
- substantially correct with the attached recommendations and findings.
- partially correct. More adequate accounting procedures need to be followed so that a more thorough audit report can be given.
- incorrect.

Attach separate report of explanation and recommendations to executive board.
 A separate audit form must be completed for each bank account.

Date Audit Completed 7/1/2020 Date Audit Reviewed by Committee September 26, 2020
 Date Executive Board Adopted August 4, 2020 Date Association Adopted _____
 Auditor's Signature [Signature] Auditor's Printed Name KRISTIN FRESZ
 Review Committee Signature(s) [Signature]

(Copies to: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copies of tax filings to copies provided to next level PTA.)



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AUDIT CHECKLIST

Unit Name CUTTEN RIDGEWOOD PTA

Date 7/31/2020

DESCRIPTION	YES	NO	N/A
Financial Records Provided: List missing records/forms not completed on recommendation report			
<input checked="" type="checkbox"/> Bylaws & Standing Rules	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Budget(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Last Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Ledger	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Checkbook register	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Cancelled checks (including voids)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Authorizations for Payment	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Cash Verification Forms	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Bank statements, bank books and deposit slips	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Bank Reconciliations	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Receipts/bills	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Cash receipts	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Executive board minutes	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Association minutes	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Committee reports	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Treasurer Reports (Board & Association)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Financial Secretary Records	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Annual Financial Report	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Workers' Compensation Annual Payroll Report form	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> IRS Forms 990/990EZ/990N	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> State Form 199	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> State Form RRF-1	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> State Form TR-1 (if required)	<input type="checkbox"/>	<input type="checkbox"/>	
As required for PTAs with employees or independent contractors:			
<input checked="" type="checkbox"/> IRS Form 941	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> IRS Form 1099	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> State Form DE-6	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> State Form DE-542	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Beginning Balance Records			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bank Reconciliation			
1. All bank statements opened, reviewed, signed & dated monthly by non-check signer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)			
a) Recorded in checkbook register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Recorded in ledger in proper line items/categories/columns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Agree with treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Electronic payments and deposits recorded in checkbook register, ledger and treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Membership			
1. Amount recorded and deposited equals total number of memberships received # <u>501</u> (members) @ \$ <u>3507.00</u> (membership dues listed in bylaws) = \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Amount forwarded to next level PTA equals total number of memberships received # <u>501</u> (members) @ \$ <u>3507.00</u> per capita amount listed in bylaws) = \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Insurance - premium(s) forwarded to next level PTA by due date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Minutes			
1. Original budget and updates/changes approved by association and recorded in minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Funds released by association and recorded in minutes as released	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Committee minutes record plans, proposed expenditures, and total of monies earned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations for Payment (signed by secretary and president)			
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Authorizations match checks written	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Income			
1. Deposits properly supported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Cash Verification Forms used with two people counting money and signing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Designated income spent as specified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Secretary Reports			
1. Filed for every association and board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Reports			
1. Filed for every association and board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Agree with ledger and checkbook register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Annual Financial Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Committee Reports			
1. Committee reports for all fundraisers submitted or report in minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting Forms and Tax Returns			
1. Verify that all forms have been filed annually (if required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Audit Reports			
1. Audit done semiannually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Audit reviewed by review committee or conducted by qualified accountant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Present written report with recommendations to executive board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Present audit report to association for adoption	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Forward report to the next level PTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Audit Recommendations			
All "No" answers should be included in the report as recommendations to change financial procedures. At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign & date the audited materials.			
Mismanagement - Is mismanagement suspected? (Contact district PTA president immediately for assistance if yes.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Fig. F-5 Audit Checklist