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AUDIT REPORT

Date 08/20/2021 Fiscal Year 2021-2022
 Name of Unit Cutter-Ridgewood PTA IRS EIN 94-26088103
 Council _____ District PTA 22
 Bank Name Redwood Capital Bank Account Name 1002201729
 Bank Address 402 G St City/Zip Puebla 9703
 Membership Dues Per Bylaws \$ 1785.00
 Total Members YTD 255 E-Members YTD 117 Totem

Dates covered by this audit 01/01/2021 to 01/30/2021
 Check numbers reviewed in this audit 454, 2032 to 2048

BALANCE ON HAND at date of last audit <u>01/03/2021</u> (date)	\$ <u>26113.16</u>
RECEIPTS since last audit	\$ <u>1167.95</u>
DISBURSEMENTS since last audit	\$ <u>21081.11</u>
BALANCE ON HAND as of <u>06/30/2021</u> (date)	\$ <u>5015.58</u>
TOTAL	
	\$ <u>22094.60</u>

BANK RECONCILIATION

BANK STATEMENT BALANCE as of <u>06/30/2021</u> (date)	\$ <u>20732.51</u>
DEPOSITS not yet credited (add to balance)	\$ _____
\$ _____ \$ _____ \$ _____	

UNCLEARED CHECKS (List check number and amount)

#1964 \$ 428.10	#2042 \$ 520.00	#2044 \$ 250.00
#2045 \$ 260.00	#2047 \$ 250.00	#2048 \$ 69.23

TOTAL uncleared checks (subtract from balance)	\$ <u>1362.09</u>
BALANCE in checking account as of <u>06/30/2021</u> (date)	\$ <u>20732.51</u>

*These lines must balance

Read the following when the auditor's report is given: I have examined the financial records of the treasurer of Cutter-Ridgewood Elementary PT/AP/PTSA 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 8/20/2021 Date Audit Reviewed by Committee 8/22/2021
 Date Executive Board Adopted 9/7/2021 Date Association Adopted _____
 Auditor's Signature [Signature] Auditor's Printed Name Varek Blizzano
 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	Date	YES	NO
DESCRIPTION		<u>Milton-Riverwood PTA</u>	<u>05/20/2021</u>		
<input type="checkbox"/> Bylaws & Standing Rules <input checked="" type="checkbox"/> Budget(s) <input checked="" type="checkbox"/> Last Audit Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input checked="" type="checkbox"/> Cancelled checks (including voids) <input checked="" type="checkbox"/> Authorizations for Payment <input checked="" type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Bank statements, bank books and deposit slips <input checked="" type="checkbox"/> Receipts/bills <input checked="" type="checkbox"/> Cash receipts <input type="checkbox"/> Executive board minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Committee reports <input type="checkbox"/> Monthly Treasurer Report <input type="checkbox"/> Monthly Financial Secretary Reports <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Workers' Compensation Annual Payroll Report form <input type="checkbox"/> IRS Forms 990/990EZ/990N <input type="checkbox"/> State Form 199 <input type="checkbox"/> State Form RRF-1 If required: <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542					
Financial records provided: (Originals)		<u>both</u>		<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 reconciled since last audit by treasurer and reviewed monthly by non-check signer				<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)				<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)					
a) Recorded in checkbook register				<input type="checkbox"/>	<input type="checkbox"/>
b) Recorded in ledger in proper columns				<input type="checkbox"/>	<input type="checkbox"/>
c) Agree with treasurer reports				<input type="checkbox"/>	<input type="checkbox"/>
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports				<input type="checkbox"/>	<input type="checkbox"/>
Membership					
1. Amount recorded and deposited equals total number of memberships # <u>255</u> (members) @ \$ <u>1785</u> (membership dues listed in bylaws)				<input type="checkbox"/>	<input type="checkbox"/>
2. Amount forwarded to council/district PTA equals total number of memberships # <u>255</u> (members) @ \$ <u>1711.25</u> (amount listed in bylaws)				<input type="checkbox"/>	<input type="checkbox"/>
Insurance - premium(s) forwarded to council/district PTA by due date				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minutes					
1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)				<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Committee minutes record plans, proposed expenditures, and total of monies earned				<input checked="" 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				<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 monthly				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Reports					
1. Filed monthly				<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"/>
Reporting Forms and Tax Returns					
1. Verify on Audit Report that all forms have been filed annually (if required)				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit Reports					
1. Audit done semiannually				<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and present written report with recommendations to executive board				<input type="checkbox"/>	<input type="checkbox"/>
3. Present audit report to association for adoption				<input type="checkbox"/>	<input type="checkbox"/>
4. Forward report to the next level PTA (See Bylaws, Duties of Officers, Auditor)				<input 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.				<input type="checkbox"/>	<input type="checkbox"/>
Mismanagement - Is mismanagement suspected? (Contact district PTA president immediately for assistance.)				<input type="checkbox"/>	<input type="checkbox"/>

01/01/2021-06/30/2021 Audit

Findings and Recommendations

Bank Statements

01/21 date

02/21 sign and date

03/21 date

04/21 sign and date

05/21 date

06/21 sign and date

Check 2031 missing and check 1954 has not cleared