



everychild.onevoice.

AUDIT REPORT

Date 02/07/2021 Fiscal Year 2020-2021
 Name of Unit Cutten Ridgewood PTA IRS EI Number 94-2668363
 Council _____ District PTA 22
 Bank Name Redwood Capital Bank Account # 100000729
 Bank Address 402 G St City/Zip Eureka, CA 95503

Dates covered by this audit 07/01/2020 - 12/31/2020
 Check numbers reviewed in this audit 2025-2030, 2019

BALANCE ON HAND at time of last audit <u>06/30/2020</u> (date)	\$	<u>25847.83</u>
RECEIPTS since last audit	\$	<u>1410.00</u>
	TOTAL	\$ <u>27257.83</u>
DISBURSEMENTS since last audit	\$	<u>2139.67</u>
BALANCE ON HAND <u>01/03/2021</u> (date)	\$	<u>25113.16</u>

BANK RECONCILIATION

Last BANK STATEMENT balance 01/03/2021 (date) \$ 25113.16
 DEPOSITS not yet credited (add to balance) \$ _____
 \$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)
 # 1454 \$ 42.86 # _____ \$ _____ # _____ \$ _____
 # _____ \$ _____ # _____ \$ _____ # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ 42.86
 BALANCE in checking account 01/03/2021 (date) \$ 25070.30 *

*These lines must balance

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

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Cutten-Ridgewood PTA/PTSA and find them

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

Audit completed 02/07/2021
 Executive Board Adopted 3/2/2021
 Association Adopted _____
 Auditor's Signature K. Barzani
 Auditor's Printed Name Karen Barzani

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

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

07/01/2020 - 12/31/2020 PTA AUDIT FINDINGS AND RECOMMENDED ACTIONS

BANK STATEMENTS:

06/30/2020, 08/02/2020 need date

09/30/2020, 11/01/2020, 11/30/2020, 01/03/2021 need signature and date

BALANCE SHEET:

Dated June 30,2021 Should this say June 30,2020?

CASH VERIFICATION FORM:

No unit name, activity or date

UNCASHED CHECK:

Check #1954 from 06/12/2019 to [REDACTED] for \$42.86. Reissue a new check?



everychild.one voice.

AUDIT CHECKLIST

Unit Name Cutler Ridgeville PTA

Date 2/17/2021

DESCRIPTION	YES	NO	N/A
Financial Records Provided: List missing records/forms not completed on recommendation report.	<input type="checkbox"/>	<input type="checkbox"/>	
<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 checked="" type="checkbox"/> Bank statements, bank books and deposit slips <input type="checkbox"/> Bank Reconciliations <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"/> Treasurer Reports (Board & Association)			
<input type="checkbox"/> Financial Secretary Records <input checked="" 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 <input type="checkbox"/> State Form TR-1 (if required)			
As required for PTAs with employees or independent contractors:			
<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 <input type="checkbox"/> Other: _____			
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>138</u> (members) @ \$ <u>7</u> (membership dues listed in bylaws) = \$ <u>966</u> ^{10/2020}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Amount forwarded to next level PTA equals total number of memberships received			
# <u>138</u> (members) @ \$ <u>4.75</u> (per capita amount listed in bylaws) = \$ <u>655.50</u>	<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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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