

To: Smyrna Elementary School PTA Executive Committee

From: Irene M. Barton, 9th District Director

Date: August 15, 2015

Ladies and Gentlemen,

Thank you for allowing me the opportunity to review the books and records from this past year. Overall, the records were in excellent shape and everything needed to complete the audit was included. I thank Jeff Williamson, treasurer for the 2014-15 term and the entire Board for incorporating my suggestions from last year's audit which included amending the budget as needed, addressing the handling of proceeds from the Art Night program and approving the investment in the leadership development program for your school – Covey's "Leader in Me."

I noted a few instances where a receipt was not attached to the Check Request Form (#1122, 1139, 1166 and 1185). If a restaurant or other vendor does not produce a receipt, it is recommended that the requester show a copy of the transaction on his/her bank or credit card statement. In the case where the school has ordered materials on behalf of the PTA, request a copy of the invoice from the bookkeeper for your records.

I commend you on maintaining such clean records and wish your team much success this year. Already hearing great things! Thank you for your service to the children and school community of Smyrna Elementary.

Regards,



Irene M. Barton 9th District Director | Georgia PTA
678-778-5495 (cell)

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 1)



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

Instructions:

- The Board of Directors must select an auditor or auditing committee no later than two weeks prior to the end of the school year. Refer to Bylaws, Article VII, Section 4.
- The treasurer shall submit to the auditor(s) all financial records and forms listed below.
- Mail completed PTA Audit/Financial Review to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366 postmarked on or before the last business day of September.

Date	7/20/15		Local Unit ID #	02698365	
District	9	Council	Jerrye Coleman		
Contact Person	Jeff Williamson			PTA Name	Smyrna ES PTA
				PTA Position	Treasurer
Address	1099 Fleming St.			City	Smyrna
State	GA	Zip	30080	Email	jeffwilliamson4@gmail.com
Cell Phone	678.471.9688		Home Phone	678.471.9688	

Auditor/Auditing Committee: Please complete Sections A and B.

Year 20 14 - 20 15

Section A

Please check the Financial records provided:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Checkbook register | → | <input checked="" type="checkbox"/> Treasurer's book (also referred to as a cash book) or ledger |
| <input checked="" type="checkbox"/> All Bank statements and deposit receipts | | <input checked="" type="checkbox"/> A copy of "Conducting the Audit" from this Leadership Resource |
| <input checked="" type="checkbox"/> All Cash Verification Forms and receipts | | <input checked="" type="checkbox"/> The annual financial report |
| <input checked="" type="checkbox"/> All Check requests forms with receipts/bills | | <input checked="" type="checkbox"/> Checkbook and cancelled checks |
| <input checked="" type="checkbox"/> All treasurer's reports | | <input checked="" type="checkbox"/> Itemized statements and receipts of bills paid |
| <input checked="" type="checkbox"/> Adopted budget and approved amendments | | <input checked="" type="checkbox"/> Copy of last year's audit report & filed 990 or 990N confirmation e-mail |
| <input checked="" type="checkbox"/> Copies of board, executive committee and association minutes | | |
| <input checked="" type="checkbox"/> Copy of local unit bylaws | | |

Section B

- 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
- Were bank statements reconciled monthly by the treasurer and signed by another person not authorized to sign checks or related to a check signer? Y N
- Did all checks written contain two signatures (president and treasurer or one other elected officer)? Y N
- Were all checks properly recorded in checkbook register, ledger and with treasurer reports? Y N
- Were all bank charges and interest recorded in checkbook register, ledger and treasurer reports? Y N
- Did the PTA purchase insurance? Y N
- Were all authorizations approved by the president or their designee and contain receipts? Y N
- Did the PTA make payments by credit card or debit card? Y N
- Did the PTA use Cash Verification Forms? Y N
- Were all funds received counted by two persons with the treasurer being the third counter? Y N
- Did funds received match deposits recorded in the checkbook register ledger and treasurer reports? Y N
- Did you receive a copy of the approved/amended budget? Y N
- Was income spent according to the approve/amended budget? Y N
- Did the minutes include budget approval? Y N
- Did minutes include all budget amendments? Y N
- 289 # of memberships collected? 302 # of memberships dues submitted to the state? Y N

cannot verify

handful of times they did not

Please contact and return the completed audit to the new incoming treasurer. *With some CVF not true, membership not recorded, 299 on ledger. Not sure why stat report higher.*

Outgoing Treasurer's Signature [Signature] Date 7/20/15

Daytime Phone Number 678.471.9688 Email jeffwilliamson4@gmail.com

Incoming Treasurer's Name Stacy Mason

Daytime Phone Number 770.598.4618 Email stacyhmason@gmail.com

Check request form referenced 299 memberships as of 9/25/14
 2 as of 12/15/14
 1 as of 2/24/15

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2)



Year 20 14 - 20 15

Date 8-15-15

PTA Name Smyrna Elementary School I.U ID # _____

Council Jessye Coleman District 9

Dates covered by this audit/financial review from 7-1-14 to 6-30-15

1	Balance on Hand (From Date of Last Audit)	\$ <u>7,260.94</u>
2	Receipts (From last audit to date of audit)	\$ <u>38,946</u>
3	Total Cash (add 1 and 2 together)	\$ <u>46,206.94</u>
4	Disbursements (From last audit to date of audit)	\$ <u>(36,543.13)</u>
5	Balance on Hand (Date of Audit)	\$ <u>9,661.81</u>
6	Bank Statement Balance as of <u>June 30</u> (date) <u>2015</u>	\$ <u>9,661.81</u>
7	Checks Outstanding (List check number and amount)	

None

8	Total Outstanding Checks	\$ <u>0</u>
9	Balance in Checking Account (Subtract line 8 from line 6)	\$ <u>9,661.81</u>

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.

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.

[Signature] Auditor(s)/Reviewer(s) Signature(s)
[Signature] Auditor(s)/Reviewer(s) Signature(s)
[Signature] Auditor(s)/Reviewer(s) Signature(s)

[Signature] President's Signature
[Signature] Treasurer's Signature
8/31/15 Date

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.

Note: A copy of the Financial Review/Audit must be submitted to Georgia PTA by the last business day in September. Once the appropriate 990 is filed with the IRS, please submit the IRS Filing Verification form and appropriate documents to Georgia PTA.