

AUDIT CHECKLIST

Name of PTA/PTSA: Sunnyside Environmental School PTSA

Date of Audit: Nov 2011 Fiscal Year: 7/1/10 – 6/30/11

BUDGET:

1. Date prior year's fiscal year audit approved by membership: Nov 2010
If not approved, explain: _____
2. Was a copy of the budget provided to the auditor? Yes/No
If no, explain: _____

FINANCIAL REPORTS:

1. Did the treasurer prepare a detailed, written financial report for each of the 12 months? Yes/No
If no, explain: _____
2. Was a detailed, written financial report presented at **every** Board of Directors meeting? Yes/No
If no, explain: _____
3. Did the treasurers report show, in detail, the source(s) of all income and expenses? Yes/No
If no, explain: _____
4. Was there any period of time which exceeded sixty (60) days when no written treasurers report was provided? Yes/No
If no, explain: _____
5. Did the treasurer prepare an annual year-end detailed, written financial report? Yes/No
If no, explain: _____

FINANCIAL PROCEDURES/CONTROLS:

1. Were PTA funds always deposited promptly into the PTA bank accounts? Yes/No
If no, explain: _____
2. Were PTA funds ever deposited into a personal account? Yes/No
If yes, explain: _____
3. Were PTA funds ever deposited into a school account? Yes/No
If yes, explain: _____
4. Were PTA funds ever placed in a school building safe? Yes/No
If yes, explain: _____
5. Did two (2) or more people always count the funds? Yes/No
If no, explain: _____
6. Was there a proper invoice/receipt for each expenditure? Yes/No
If no, explain: Primary Checking Expense Receipts missing for checks 422, 423, 421, 517, 542, 556, 582

BANK ACCOUNTS:

1. Does the PTA have more than one checking account? Yes/No
If yes, are you auditing that account also? Yes/No
If no, explain: Audit performed on all PTSA accounts
2. Were all checks properly signed by two (2) officers? Yes/No
If no, list checks: Primary Checking signed by only 1 officer: 524, 525, 526
3. Are all checks accounted for including VOIDED checks? Yes/No
If no, explain: _____
4. Is there a PTA savings account or Certificate of Deposit account? Yes/No
If yes, are you auditing those accounts? Yes/No
If no, explain: _____
5. List officers who are signers on PTA checking account(s):
 1. _____ Cindi Carrell _____
 2. _____ Heidi McNamee _____
 3. _____ Erika Grogan _____
 4. _____
 5. _____
 6. _____

(You will be able to verify that Officers are signing the checks.)

NONPROFIT CORPORATION:

1. Is the PTA incorporated? Yes/No
If yes, was the fee paid before expiration date? Yes/No
If no, explain: _____

INTERNAL REVENUE SERVICE:

1. Was the proper tax form(s) filed when due? Yes/No
Did they file: 990EZ: _____ 990: _____ E-card: _____

BANK RECONCILIATION:

1. Was the bank account reconciled with the bank statement within ten (10) days after receipt of the bank statement? Yes/No
If no, explain: _____
2. Did the monthly, written financial reports balance with the bank statement? Yes/No
If no, explain: _____
3. Did the year end financial report reconcile with the bank statement? Yes/No
If no, explain: _____
4. At the time of the audit, had all checks cleared the bank? Yes/No
If no, list check numbers that have not cleared: _____

EXAMINATION OF BOOKS AND RECORDS:

- 1. Were there any checks written for "cash"? Yes/No
If yes, explain: _____
- 2. Were any checks made payable to one of the two (2) officers signing that particular check? Yes/No
If yes, list checks: Primary checking #409
- 3. Have all the financial obligations of the PTA been paid in full? Yes/No
If no, explain: _____

OTHER:

- 1. Was the treasurer cooperative during the audit process? Yes/No
- 2. Were there questions that could not be answered solely by an examination of the books and records and required additional information from the treasurer or another person? Yes/No
If yes, explain: _____
- 3. Were the books and records kept in an orderly/organized fashion? Yes/No
- 4. Were minutes from all general meetings and board meetings available for audit? Yes/No
If no, explain: _____

RECOMMENDATIONS & COMMENTS FROM THE AUDITOR:

See notes in April 2011 regarding spring fundraiser and need for better recordkeeping at this event for charges.

BofA Primary checking – no deposit receipts found June 2011 for \$174.00, 130.00 amounts.

Funds were transferred from BofA and Charles Schwab accounts to Umpqua Bank June 2011 and all records were made available for these transfers.

PayPal statement and reconciliation not found for Oct 2010 (deposits only) and May 2011.

Date audit completed: November 30, 2011

Signed: Chena M. Mesling (electronically)

Print Name: _____

