Financial Review/Audit Report for Local PTAs



Name of PTA/PTSA: Oakon Elev	newtery PTA
EIN Number: 54-117 8513 Date o	
Financial Review period from 7-1-20	/ 1
Presented to PTA executive board on: $9-11-11$ Membership on: $9-10-20=11$ (date).	
Date of last financial review: $8-27-6$ covered the period from $07-01-2019$	2020 . Last financial review to to to
PTA District: Northern Virginia PTA Signed: Meledath Campbell Sign	Council: Fairfax Openty
President Sign	Treasurer
Signatures should be current president and treasurer general membership adoption. The following infor annual financial review of this association.	in office at time of executive board approval and mation is submitted to the Virginia PTA as the
FINANCIAL REVIEW COMMITTEE or AUDITOR: (a cauthorized to sign checks for this PTA during this fit auditor)	
The financial records of this PTA are <u>complet</u> comments detailing missing documentation and re	
Financial Review Committee:	Auditor:
Signed: Stylloon	Signed:
Print Name: Suzanne Thompso	Printed Name:
Financial Review Committee Chair	
Phone: 7035820415	Organization:
Signed: Meledoth Caupbell	Address:
Financial Review Committee Member	
Signed:	Phone number:

Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the financial review committee/auditor with their inspection of the books and records. This checklist is kept as part of the adopted financial review report and filed with the permanent financial records.

Officer Information:

President during financial review period: Karen Rose phone: 5716438314 Treasurer during financial review period: Gary Korolev phone: 904 3383667 Secretary during financial review period: Donna Kakarala phone: 7036060787 Financial Review Treasurer Treasurer's Records: Committee 1. Do the treasurer records include: Yes Contact information for the Executive Board? Yes Yes No Copy of previous financial review/audit? Yes No Copy of the bylaws and standing rules (if applicable)? Yes No No Yes Yes Yes No No · Copy of membership roster? Yes No Yes No Copy of the adopted budget? Yes No Yes No · Copy of IRS 990 filing? Yes No Yes No Copy of insurance policy? A copy of the 501c(3) determination letter? No Yes No Yes Yes A copy of the sales tax exempt certificate? (if applicable) Yes No No Yes No Yes No A copy of bank signatory paperwork? Minutes of all meetings? (Board and general membership) 1 Yes No Yes No Yes No Treasurer reports with budget-to-date information for Yes No every meeting? Yes Yes No No Bank statements? Yes No Documentation for every expense and all income? Yes No Yes No Yes • The annual year-end report? No 2. Were the records turned over in a timely manner to the financial review committee? If no, when were they turned over?__ Recommendation: All PTA records are the property of the PTA and shall be available to the membership. 3. Where are your treasurer records maintained?

Location: on line (sharepoint) and OES

Address: 3000 Chain Bridge Rd Oakton VA 22124 If possible, your records should be kept at your school in a secure location. Your board needs to know where these books are kept.		
4. Are the current treasurer books held by the treasurer? The treasurer maintains all financial records.	Yes No	

Budget:	Treasurer	Financial Review
2.34/	/	Committee
1. Was the budget adopted by the general membership? When? If no, Comments: Recommendation: The proposed budget is to be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. We are a membership association and this money belongs to our members.	Yes No	Yes No
 Was the budget prepared by a budget committee? If no, who prepared the budget? 	Yes No	
 Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? 	Yes No	
 Does the budget show all sources of income, totaled and balanced, against all total expense categories? 	Yes No	
 Was the budget reviewed by the Board before general membership adoption? 	Yes No	
2. Was a budget report presented at every PTA board/general membership meeting?	Yes No	Yes No
If no,		
Comments:		
Recommendation: A budget report showing income and		
expenses in each budget line should be presented at every		
PTA Board/general membership meeting.		
3. Is a copy of the adopted financial review/audit report sent to	Yes No	
the state office each year?		
4. Are there any irregularities in the budgeted amounts to actual		Yes No
expenses/income?		
If yes,		
Comments:		
Recommendation: any budget amendment over \$300 must		
be approved by your general membership.		

Treasurer's Reports:		
reasurer's Reports:	Treasurer	Financial Review
1 Was a detailed written tree.		Committee
 Was a detailed, written treasurer's report presented at every PTA board/general membership meeting? If no, 	Yes No	Yes No
Comments:		
Recommendation: A treasurer's report detailing income and	4	
expenses and reconciled to the bank statement must be		
presented at every PTA board/general membership meeting Were the reports clear consists and a single presented at every PTA board/general membership meeting	. /	
che the reports clear, concise and easily understood?	✓ Yes No	Yes No
and expenses?	Yes No	Yes No
2. Did the treasurer prepare an annual or year-end detailed, written report?	✓ Yes No	Yes No
3. Do the canceled checks and the entries in the checkbook and		
the treasurer's reports all agree?		Yes No
4. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree?		Z Yes No
Have all financial obligations of the PTA been paid in full?		
and in full?		Yes No
Pank Page 111 at		
Bank Reconciliation:	Treasurer	Financial Review
Were the bank statements reconciled every month?		Committee
If no, when were they reconciled?	Yes No	Yes No
Comments:		
Recommendation: Bank statements must be		
Recommendation: Bank statements must be reconciled every month.	1	
2. Are bank reconciliations verified each month by individuals tha are not authorized to sign checks?	t Yes No	Yes No
If no, were they verified in any months?		
Comments:		
Recommendation: Bank statements must be opened by a		
non-signer and must be verified against the treasurer's report		
every month,		
3. Did the year-end financial report reconcile with the final bank	Yes No	
statement?	Yes No	Yes No
Financial Procedures and Controls:	_	
- manetal 11 ocedares and controls:	Treasurer	Financial Review
Are all PTA monies kept separate from school, personal or		Committee
other organization's funds?	Yes No	
2. Are the state and national portions of membership dues sent		
to the Virginia PTA state office before November 1st?	Yes No	Yes No
If no		
Comments: Done 11/26 per last deadline		
Recommendation: Membership funds belonging to Virginia		
and National PTA are transfer funds and should be remitted		
to Virginia PTA.		

	 Do the deposit records for membership match the membership numbers? If no, 		Yes No
	Comments:		
	Recommendation: membership funds belonging to Virginia		
	and National PTA should be remitted to Virginia PTA and are		
	not included in your PTA budget.		
	What was the PTA's total membership count for the year?	LED 123	
	PTA membership dues are \$	complete section	
	What was the date and dollar amount of dues sent to Virginia PTA?	complete section	
0	Date: 11/26 2019 Amount: 461.25		
0	Date: Amount:		
0	Date: Amount:		
	Amount		
	What was the amount of dues paid to Council, if applicable?	complete section	
0	Date: Amount:	complete section	
3.	Was there a proper invoice or receipt for each expenditure? If no, Comments:	Yes No	Yes No
	Recommendation: There must be a receipt or invoice for		
	every check written. If there is no receipt, no check should		
	be written.		
	 Was every expense checked against the budget before 	Yes No	
	authorization?	Z yes No	
	 Were receipts and invoices matched against the request 	Yes No	
	before payment?		
	 Is there a time limit for reimbursements? 		
4.	Is there a policy that prohibits the signing of blank checks?	Yes No	7
	Are all checks signed by at least two authorized people?	Yes No	Yes No
	If no, how often were they only signed by one person?		. 103 [] 140
	Comments:		
	Recommendation: all checks must be signed by 2 people.		
	 Was the check register kept current? 	Yes No	Yes No
	 Are all checks used in sequential order? 	Yes No	Yes No
	 Are all checks accounted for, including voided checks? 	Yes No	Yes No
	Were there any checks written to "cash" or cash	Yes No	Yes No
	withdrawals?		
	If yes, list:		
	Amount: Date:		
	Check #:		
	Amount: Date:		
	Check #:		
	Amount: Date:		
	Check #:		

		1
Comments:		
Recommendation: NEVER write a check to "cash". There		
is no record of how your PTAs funds were spent.		
5. Is signatory paperwork up-to-date with at least three (3)	Dy Di-	
signatures?	Yes No	
Does the PTA/PTSA have checking account?	Yes No	
With which bank?		
With which bank?	Yes No	
Does the PTA/PTSA have any certificates of deposit?	Yes No	
With which bank?		
Does the PTA/PTSA have a debit card?	Yes No	Yes No
If yes,		2 103 [] 110
Comments:		
Recommendation: Virginia PTA strongly advises units		
not to hold debit cards as they can be easily misused.		/
6. Are at least two people involved in the processes of depositing	Yes No	Yes No
funds and handling cash?		
If no, how often did only one person count?		
Comments:		
Recommendation: A deposit reconciliation form must be		
used for every cash deposit, with two people counting the		
funds every time. A "cash counting sheet for event" may also		
be used (National PTA).		,
Were all funds deposited promptly? (within the next	Yes No	7 Yes No
business day)		
If no, how much time lapsed?		
Comments:		
Recommendation: PTA funds should never be taken		
home with you and should be deposited the same day		
they are received or the next business day.	,	
Was all income properly allocated into the appropriate	Yes No	
budget line?		
	T_	
Insurance:	Treasurer	Financial Review
		Committee
1. Are insurance policies in force to protect the PTA against loss	Yes No	Yes No
of property by reason of fire, theft or other casualty?	1	1
2. Are liability policies in effect to protect PTA officers and	Yes No	Yes No
members, schoolchildren or other third parties where PTA		
projects or activities may result in an accident?		
3. Are the treasurer and all others authorized to handle PTA	Yes No	Yes No
funds covered by a fidelity bond in the amount determined by		
the board?		

1. Wate is the PTA/PTSA'S Employer Identification Number (EIN)?	Internal Revenue Service (IRS) and Tax Forms:	Treasurer	Financial Review Committee
subordinate of the Virginia PTA with our 501c(3) Determination Letter and your Sales Tax Exemption Certificate are in your permanent files. 3. Has the IRS form 990, 990-EZ or E-Postcard been filed with the IRS? Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard) 4. Is the PTA/PTSA incorporated? • If "YES", has an annual corporate report been filed with the state government, as required? • Does the annual report reflect current officers and/or a registered corporate agent? Fundraising, Corporate Sponsorship and Grants: 1. Did the PTA follow the 3 to 1 rule for fundraising (reference "Standards for PTA Fundraising" at www.ptakit.org) 2. Did the PTA ensure fundraisers did not exploit children? 3. Were all fundraisers approved by the general membership? 4. Was care taken to see that no laws were violated during fundraisers? 5. Were all school system policies for fundraisers followed? 6. Did the PTA receive any money from grants? 7. Were sufficient procedures in place to ensure the safe handling of funds? 8. Did the PTA receive any money from grants? 1			
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Were monies expended in accordance with grant application? 9. Did the PTA receive any money or goods from corporate sponsorships? Was the money or goods used according to the request? Ves	If "YES" list:		
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Was the money or goods used according to the request? Leadership Training 1. Were officers sent to Leadership Training and Annual Conference? 2. Did officers participate in District or Council training? Yes No	Did the DTA receive any money or goods from corporate spons	orships?	The passes
Leadership Training 1. Were officers sent to Leadership Training and Annual Conference? 2. Did officers participate in District or Council training? Treasurer Yes No	y. Did the PTA receive any money or goods from corporate spons	ю зтрэ:	
1. Were officers sent to Leadership Training and Annual Conference? 2. Did officers participate in District or Council training? Yes No	was the money or goods used according to the request:		
1. Were officers sent to Leadership Training and Annual Conference? 2. Did officers participate in District or Council training? Yes No			
1. Were officers sent to Leadership Training and Annual Conference? 2. Did officers participate in District or Council training? Yes No	Landaudia Tantaia		Treasurer
Did officers participate in District or Council training? Yes No Yes	Leadership Training	oce?	and the same of th
2. Did officers participate in district of country training.		ice:	becaused beingful
3. Did officers complete National PTA E-learning courses?			parama and a second
	3. Did officers complete National PTA E-learning courses?		_ 163 _ 140

Financial Review Committee or Auditor Additional Comments and Recommendations:			
e e			

nancial Review Report for: DESPTA 201	9-2020		
N: 54-1178513 Date of fin	ancial review:	13	B 8 27 2
nancial review period from 1119	to 6	301	20
ist financial review period from 7/1/18 to 6	30 11 Ending ba	alanc	e: \$ 38,308
. Beginning Balance (Should match prior financial re-		\$	38 308
Balance") 2. Receipts (Total of all deposits and credits)		\$	79639
		\$	W7 6 W7
3. Add line 1 and line 2:			117 947
4. Expenses (Total of all checks written and debits)		\$	55132
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register)	REASURER'S RECORDS	\$	62815
OUTSTANDING CHECKS AND DEPOSITS:			
6. Balance on Last Bank Statement:		\$	64 400
Outstanding Checks:			
Chack # Pavable to:	Amount		
see attached			
Total outstanding checks:	\$		
7. Subtract total for Outstanding Checks from Line	6.	S	1585
Outstanding Deposits			
(Demosit	Amount		
Source of Deposit			
TOTAL OUTSTANDING DEPOSITS:	\$	ng api	
8. Add total Outstanding Deposits to Line 7.		3	0
9. Enter amount in line 8 to verify "ENDING BALAN Should match check register and amount in Line 5.	NCE" BANK RECORD	15	62,815

Oakton PTA
Uncleared checks/expenses from Primary Checking
As of 06/30/2020

3/19/2018 check	2389 Fairfax County Public Schools	\$ 34.38
4/6/2018 check	3086 Molly Lyons	\$ 21.83
11/14/2018 Check	3174 Stacey Helvey	\$ 35.00
2/4/2019 Check	3206 Enrichment Matters	\$ 170.00
3/4/2019 Check	3221 Janice Wan	\$ 250.00
12/16/2019 Check	3338 Andrea Zuppas	\$ 17.98
6/30/2020 Check	3397 Karen Rose	\$ 55.17
6/30/2020 Expense	Food for Others	\$ 1,000.00
Total		\$ 1,584.36