



Annual Audit Form
 for the 2014 - 2015 School Year
 PTA/PTSA Name: Riverview High School

Beginning Book Balance as of 7/1/2014 \$ 1679.35

Income (Receipts) \$ 4408.02
 Less: Membership Dues Paid to State/National \$ _____

Total Income (used for reporting to IRS) + \$ 4408.02

Expenses (Disbursements) \$ 5818.26
 Less: Membership Dues Paid to State/National \$ _____

Total Disbursements (used for reporting to IRS) \$ 5818.26

Other Adjustments:
 Plus: + \$ _____
 Less: - \$ _____

Uncleared Checks	Check Number	Amount
<u>Morgan Knowlton</u>	<u>#405</u>	<u>\$500.00</u>
<u>Madison Caldwell</u>	<u>#406</u>	<u>\$500.00</u>
<u>Ms. Guerrero</u>	<u>#412</u>	<u>\$50.00</u>
<u>FLA PTA</u>	<u>#413</u>	<u>\$70.00</u>
Total Uncleared Checks <u>(4)</u>		<u>\$1120.00</u>

Ending Book Balance \$ 1396.73
 PLUS: Uncleared checks \$ 1120.00
2516.73
 Ending Bank Balance as of 6/30/15 \$ 1396.73

This is to certify that the financial records of the above PTA/PTSA have been examined by the undersigned Financial Review Committee and that all/most/some/none of the disbursements were properly made and with the required authorization. The undersigned also certify that the above ending book balance is correct. (This MUST be read to your general membership at the first meeting of the new school year.)

Financial Review Committee Signatures:

Dated:
7-5-15
7-5-15
7/5/15

Received by President _____

NAME OF PTA
Financial Review Worksheets
July 1, 20xx to June 30, 20xx

Financial Controls						
Was a budget created and approved at the beginning of the fiscal year?				<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Were all amends formally adopted by the general membership?		<input type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input checked="" type="radio"/> None	
Are all bank signatory cards up to date with at least three signatures that have been approved by the board?				<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Do you have the following records?						
Bank Statements - 12 (circle any missing ones)			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
July	Aug	Sept	Oct	Nov	Dec	
Jan	Feb	Mar	April	May	June	N/A
Check Register, Cleared Checks & Deposit Slips			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
NSF Checks (if any)			<input type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input checked="" type="radio"/> None
Signed Deposit and Disbursement Forms			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Signed Budget and Transaction Reports			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Signed Minutes			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Year End Financial Reports				<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
IRS Forms - 990 or 990 EZ and Schedule A				<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Was each check signed by two officers?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Was each Bank Statement reconciled?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Are all the records in ink?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Is there documentation for NSF checks?			<input type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input checked="" type="radio"/> None
Are there reports such as budget updates, with revenue and expense status, and fund balances, made at each meeting of the Board and General Membership?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Were expenses within the budgetary guidelines?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
If expenses exceeded the budget, did the treasurer write a memo to explain the overage?			<input type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input checked="" type="radio"/> None
Please explain any items above that were not "all" or "yes".						
N/A						
Did each deposit have a deposit form?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Was there documentation attached to the deposit form, when appropriate?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Did the deposit form identify who collected, counted and deposited the funds?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
List any Deposits which did not have the appropriate documentation:						
N/A						
Did each disbursement have a disbursement form?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Was there documentation attached for each disbursement form?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Did the disbursement form have the appropriate approvals documented?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
List any Disbursements which did not have the appropriate documentation:						
N/A						
Are at least two people involved in the processes of keeping financial records, verifying revenue to be deposited, issuing checks and handling of cash?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None
Are checks numbered in sequence and any missing checks recorded?			<input checked="" type="radio"/> All	<input type="radio"/> Most	<input type="radio"/> Some	<input type="radio"/> None