

# PTA AUDIT / FINANCIAL REVIEW FORM (PAGE 1 OF 3)



**Purpose:** To remain in compliance with the bylaws, be in good standing and to verify funds raised and spent by the unit.

**Instructions:**

1. 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.
2. The treasurer shall submit to the auditor(s) all financial records and forms listed below.
3. Local units and councils should scan and email the audit/financial review form to [audit990@georgiapta.org](mailto:audit990@georgiapta.org) or mail to Georgia PTA, 114 Baker St. NE, Atlanta, GA 30308-3366. Audits must be sent in by the last business day in September. You must also send a copy to your local council, if applicable, or to your district Director if there is no council.

Date AUGUST 17, 2020		PTA Local Unit ID# 151007	
District 11	Council REGION 2 - DEKALB PTA		PTA Name DEKALB SCHOOL OF THE ARTS PTSA/PTA GEORGIA CONGRESS
Contact Person CHERRY WONGTRAKOOL		PTA Position PTSA TREASURER	
Address 1192 CLARENDON AVENUE			City AVONDALE ESTATES
State GA	Zip 30307	Email DSA.PTSA.TREAS@GMAIL.COM	
Cell Phone 404-931-5507		Home Phone 404-325-5255	

**Auditor/Auditing Committee:** Please complete all sections.

Year 20<sup>19</sup> - 20<sup>20</sup>

PTA, please mark PTA boxes in Section A for documents you are providing.

**Section A:** Please check all Financial records provided

PTA Auditor

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Checkbook register (a listing of all checks)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All bank statements
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All funds verification forms and deposit slips
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All check request forms with receipts/bills attached
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All treasurer's reports
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adopted budget and approved amendments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of all minutes (board, executive and general)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of local unit bylaws

PTA Auditor

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General ledger report (list of all receipts/disbursements)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The annual financial report (profit and loss statement)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cancelled checks or bank images from bank statement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of insurance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All treasurer's reports
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Itemized statements and receipts of bills paid
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of last year's audit report and 990 or 990N
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of the final bank statement for the last audit period

**Section B:** To be completed by the Auditor ONLY

Y N

- a. Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in the checkbook register, ledger, treasurer's reports and ending balance of the last audit?
- b. Were the bank statements reconciled monthly by the treasurer and signed by the president and another person not authorized to sign checks or related to the signers?
- c. Did all the checks written contain two (2) signatures? President, treasurer or one another elected officer?
- d. Were all checks properly recorded in the checkbook register, ledger or treasurer's reports?
- e. Were all bank charges and interest recorded in the checkbook register, ledger and treasurer's reports?
- f. Did the PTA purchase insurance?
- g. Were all authorizations approved by the president or their designee and contain receipts?
- h. Did the PTA make payments by a PTA credit or debit card?
- i. Did the PTA use the Funds Verification Forms?
- j. Were all funds received counted by two persons with the treasurer being the third counter?
- k. Did the funds received match the deposits recorded in the checkbook register, ledger and treasurer's reports?
- l. If the PTA accepts payment by credit/debit cards (e.g. PayPal) are those funds reconciled and posted in the register?
- m. Did you receive a copy of the approved/amended budget?
- n. Was the income spent according to the approved/amended budget?
- o. Did the general meeting minutes contain budget approval?
- p. Did the general meeting minutes include all budget amendments?
- q. Did the general meeting minutes include the audit report approval?
- r. Do the membership numbers match? <sup>569</sup> # of memberships collected? <sup>569</sup> # of membership dues submitted to the state?

Please contact and return the completed audit to the new incoming treasurer. The outgoing treasurer needs to sign the audit form **before** handing over to the auditor/audit committee.

Outgoing Treasurer's Signature \_\_\_\_\_ Date AUGUST 17, 2020

Outgoing Treasurer's Daytime Phone 404-931-5507 Email DSA.PTSA.TREAS@GMAIL.COM / CWONGTRAKOOL@YAHOO.COM

Incoming Treasurer's Name Siobhan Wh. Hlock Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

[www.georgiapta.org](http://www.georgiapta.org)

[everychild. onevoice.](http://everychild.onevoice.org)



**PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 3 of 3)**



Year 20 19 - 20 20

Date AUGUST 17, 2020

PTA Name DEKALB SCHOOL OF THE ARTS PTSA/PTA GEORGIA CONGRESS LU ID # 151007

Council REGION 2 - DEKALB PTA District 11

**This page must be completed if any of the following occur:**

- Any of the required documents from section A are not provided.
- Any of the boxes in section B are marked with a no.  
"Exception: letter h. Did the PTA make payments by a PTA credit or debit card? Should be no, if yes, it must be noted."
- If line 2 or 3 are marked on page 2.

① Voided stale 2018 and stale 2019 checks for an accurate ending Bank Balance. Instructed treasurer to adjust check register Balance at 5-31-2020.



2925

BAL BROT FORD

8516 81

DATE May 15, 2020

TO Aimee Ahmed

FOR Teacher/Staff

Appreciation gift  
cards

TOTAL

THIS CHECK

2300 00

OTHER TRANS. -

-80 00

TAX DEDUCTIBLE

BALANCE

6156 81

DEPOSITS

2926

BAL BROT FORD

6156 81

DATE May 26, 2020

TO Melissa Marion

Lansdale

FOR Gift Bags for  
graduating 2020

Seniors

TOTAL

THIS CHECK

333 42

OTHER TRANS. -

TAX DEDUCTIBLE

BALANCE

5823 39

DEPOSITS

2927

BAL BROT FORD

5823 39

DATE May 29, 2020

TO Stacey Lucas

FOR SPA Banquet

Hwards

TOTAL

THIS CHECK

813 15

OTHER TRANS. -

+ 212 07

Auditor adjustment

TAX DEDUCTIBLE

BALANCE

~~5009 94~~

Graduation 49,67.31

DEPOSITS

END balance S/B \$ 5222.91  
5/31/2020