

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:

- 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.
- Local units and councils should scan and email the audit/financial review form to 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 08/19/2019		PTA Local Unit ID# 28543	
District 10	Council Atlanta	PTA Name Maynard Jackson High School PTSA	
Contact Person Lexie Hautau		PTA Position 2019-20 Treasurer	
Address 801 Glenwood Ave SE			City Atlanta
State Georgia	Zip 30316	Email 	
Cell Phone Office: (Home Phone	

Auditor/Auditing Committee: Please complete all sections.

Year 20 18 - 20 19

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

Section A: Please check all Financial records provided

PTA Auditor		PTA Auditor	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Most	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Most	<input type="checkbox"/>	No
<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Most
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Audit
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes

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? Not applicable.
- r. Do the membership numbers match? _____ # of memberships collected? _____ # of membership dues submitted to the state? Unknown because documents were not provided, but it appears so.

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 Isis Dukes declined to sign or review. Date _____

Outgoing Treasurer's Daytime Phone _____ Email _____

Incoming Treasurer's Name Lexie Hautau Daytime Phone _____ Email _____

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2 of 3)



Year 20 18 - 20 19

Date 08/19/2019

PTA Name Maynard Jackson High School PTSA PTA LU ID # _____

Council Atlanta District 10

Dates covered by this audit/financial review from: 01/31/2019 to: 05/31/2019

- 1. Balance on Hand (From Date of Last Audit)..... \$ 16,952.75
- 2. Receipts (From last audit to date of audit)..... \$ 2,226.12
- 3. Total Cash (add 1 and 2 together)..... \$ 19,178.87
- 4. Disbursements (From last audit to date of audit)..... \$ 7,956.28
- 5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ 11,222.59
- 6. Bank Statement Balance as of 5/31/2019 (date) \$ 11,358.59

7. Checks Outstanding (List check number and amount)

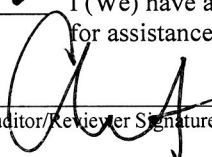
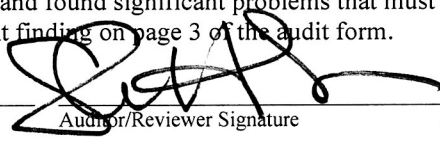
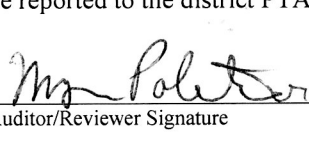
<i>Check #</i>	<i>Amount</i>	<i>Check #</i>	<i>Amount</i>
<u>5016</u>	<u>\$136.00</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 8. Total Outstanding Checks..... \$ 136.00
- 9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ 11,222.59

Note: Amounts on line 5 and 9 should be the same.

Only one line can be checked, if there are any findings (even minor) line 2 must be checked:

- 1. _____ I (We) have audited the books and find them to be correct.
- 2. _____ I (We) have audited the books and found the following problems and/or make these suggestions.
Problems/suggestions must be noted on page 3 of the audit form.
- 3. I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance. Please document finding on page 3 of the audit form.

		
_____ Auditor/Reviewer Signature	_____ Auditor/Reviewer Signature	_____ Auditor/Reviewer Signature

<u>Andrea Knight</u> Auditor/Reviewer Printed Name	<u>Shannon Sanders</u> Auditor/Reviewer Printed Name	<u>Myron Polster</u> Auditor/Reviewer Printed Name
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_____ Auditor/Reviewer Phone Number	_____ Auditor/Reviewer Phone Number	_____ Auditor/Reviewer Phone Number
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_____ Outgoing President's Signature (mandatory)	<u>Declined.</u> Outgoing Treasurer's Signature (mandatory)	<u>8/22/2019</u> Date
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The auditor/auditing committee report must be in writing and submitted with the audit. If the auditor/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.

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



Year 20 18 - 20 19
08/19/2019

Date _____

PTA Name Maynard Jackson High School PTSA

LU ID # _____

Council Atlanta

District 10

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.

Please see attached.

Exceptions for Special Audit for Maynard H. Jackson High School PTSA

Section A: Please check all financial records provided.

- **Checkbook register:** Provided. In addition, the audit committee confirmed one missing checkbook from older single signature checks. Isis Dukes had reported to the end of the year audit committee she had not received those checks when she received records from the prior treasurer. The midyear special audit committee had not been able to confirm which checkbooks were transferred because they did not have access to the blank checkbooks.
- **Bank statements:** All except May 2019 were included with treasurer records. A duplicate of the May 2019 statement was provided later by the incoming co-president.
- **Funds verification forms and deposit slips:** present for all deposits made by treasurer. Details not provided for a Square deposit of \$315.07.
- **Check request forms with receipts/bills:** Provided with these exceptions:
 - No check request form or receipts for #5014 for Eagle Scout bench project. Audit committee members attended the Eagle Scout presentation outlining that the bench project would cost several thousand dollars. Committee members also know the benches were replaced by the scout. However, records lacked documentation.
 - No check request form or receipts for #5033 teacher grant for lunch for students who have lost a parent. As with the bench project, audit committee members know that the funds were expended for the lunch. However, records lacked documentation.
 - No check request form or other documentation for #5024 to Georgia PTA.
 - No documentation regarding \$70 in coupons listed on a receipt to substantiate #5013 (teacher holiday lunch). It is unclear from records whether the \$70 in coupons reduced the cost below the amount the member was reimbursed or whether the coupons were something more along the lines of the member's personal gift cards that she used for the purchase.
 - No receipts for #5019 (written March 22) and #5030 (written March 26) totaling \$1,214.50, both for Sunshine Project.
 - Sunshine Project is administered with the help of the MJHS social worker to meet the needs of students in difficult financial circumstances. With the check request form are notes that indicate will be used to purchase \$350 in food, \$160 backpacks, \$412.50 for half of senior dues for 3 students, \$100 gift card, \$150 gift cards for students over summer, \$42 nonperishable food.

- Unlike other expenses lacking receipts, the use of funds is not observable because the Sunshine Closet needs to protect the privacy of students. Other Sunshine Closet disbursements have been documented with receipts for purchase of items. When the items purchased were gift cards, either PTSA or Sunshine Closet obtained a letter from a school employee documenting receipt of the gift cards.
- On July 1, 2019, the committee notified 2019-20 PTSA leadership of the lack of documentation on this expense. 2019-20 PTSA leadership reached out to Sunshine Closet and conveyed back to the audit committee there might be difficulty obtaining documentation due to summer recess and the elapse of time.
- On August 20, 2019, 2019-20 PTSA leadership provided to the Audit Committee a letter from the MJHS Social Worker confirming Sunshine Closet provided \$412.50 for senior dues for three students, \$250.00 in gift cards, \$350.00 in food items and 24 mesh backpacks and other food items. 2019-20 PTSA leadership also forwarded Amazon receipts from the person who received the checks for \$159.99 for a 24-pack of mesh backpacks ordered March 27, 2019 and for \$32.76 in nonperishable food purchased March 27, 2019. This provided documentation for expenses totaling \$1,205.25.
 - Checks were written to classes for cheesecake sales based on an email with the VP of fundraising apprising the treasurer of which classes had earned funds via cheesecake sales.

Section B: To be completed by the Auditor ONLY.

- **Letter (b):** Statements were not reconciled. No treasurer reports provided. As during special audit, committee had bank statements did not have access to Quickbooks, Paypal or Square, but on this occasion the audit committee also did not have access to a P&L printout from Quickbooks.
- **Letters (g), (j) and (l):** Disbursements approved by president and documented by receipts except for items noted above. Funds verification forms had signatures except for Square deposit noted above. Committee did not have independent access to Paypal or Square or reports generated from those sites.
- **Letters (m), (o) and (p):** Treasurers records again did not include bylaws or minutes, and this time the records also did not include a copy of the budget. However, two members of the audit committee were also members of the 2018-19 Board and knew where to locate these items.

- **Letter (n):** During the months covered by this audit, spending was in compliance with the approved budget except for higher payments to Georgia PTA and one other major exception. In the last week of school, check #5032 for \$1,145.90 was disbursed to a staff member of MJHS purportedly under the budget line item Enrichment Grants. Attached receipts showed the funds were used to purchase a SlingStudio Hub VD Video Switcher for multi-camera production and live streaming, for \$999 from Amazon plus \$57.99 for a warranty plan plus an additional amount for sales tax.
 - Enrichment Grants are available to MJHS teachers for up to \$500 per teacher. To receive an Enrichment Grant, a grant application must be submitted by a deadline. Applications are reviewed by the Enrichment Grant committee who then recommend the grants to accept. The MJHS PTSA Board then votes on those recommendations. The member of MJHS staff who received the check for \$1,145.90 had already received a \$60 grant under the normal grant cycle.
 - Members of the audit committee attended membership and board meetings discussing Enrichment Grants that were approved and funds going to teachers. No members recalled this item as on the list of approved grants or discussion of an exception to the \$500 limit.
 - On July 1, 2019 the audit committee notified 2019-20 PTSA leadership that a check had been written that did not appear to be for an approved grant and that exceeded the maximum grant per teacher by \$705.90. The 2018-19 chair of the Enrichment Grants committee and the 2018-19 Vice President were not aware of a grant having been submitted or approved for the \$1,145.90 expense.

Recommendations:

- We recommend the MJHS PTSA develop a more formal policy around Sunshine Closet. Sunshine Closet is dear to the heart of the MJHS PTSA. However, record keeping can lead to issues due to the often fungible nature of items that would be helpful for students in need (snacks, gift cards, etc.).
- Unless other records are located, we recommend the MJHS PTSA report the issue of check #5032 to the district council for assistance.
- We repeat below all recommendations made to this PTSA at the conclusion of the special midyear audit because all remain relevant.

Recommendations to this PTSA repeated from special audit:

- Prepare a document listing where the treasurer will need login credentials (ex: bank, Quickbooks, Square and PayPal). Designate which officers should have access. Set timing for mandatory password changes.
- Ensure nominating committee is aware of the cooperation and record keeping requirements for president (or co-presidents), secretary and treasurer.
- During or upon adjournment of the annual election meeting in April:
 - Seek volunteers for the audit committee.
 - Discuss the process in general terms with the incoming president (or co-presidents), secretary and treasurer and remind those officers they will need to be added to the bank account once school ends and certainly by July 1st.
 - Recommend to the incoming president (or co-presidents) and treasurer that they meet to discuss schedules and determine where and when they can regularly meet to sign documents and whether it would be helpful for the president (or co-presidents) to formally designate to another board member the right to approve check request forms.
- Schedule a board meeting between the April elections and the end of school to formally appoint audit committee members and discuss financial transitions. During the meeting, encourage outgoing officers to speak directly with newly elected officers regarding details of cash verification forms, check request forms, double signatures and budget amendment.
- By August explain to the incoming president (or co-presidents) the importance of sending proposed agendas to the board to make it more likely all planned budget amendments are presented at membership meetings.
- By August, explain to all board members volunteers might wait more than a month to be reimbursed for necessary expenses fully supported by the board because of the need to obtain membership approval for budget amendments.
- By August, require check signing officers and invite all new board members to attend a formal training on PTA financial management rules.