| **Description** | **Yes** | **No** | **N/A** | **Remark** |
| --- | --- | --- | --- | --- |
| Financial Records provided |  |  |  |  |
| 1. Bylaws and Standing Rules |  |  |  |  |
| 1. Budgets |  |  |  |  |
| 1. Last Audit Report |  |  |  |  |
| 1. Ledger |  |  |  |  |
| 1. Checkbook/List of Checks |  |  |  |  |
| 1. Cancelled Checks including voids |  |  |  |  |
| 1. Authorizations for Payment |  |  |  |  |
| 1. Cash Verification Forms |  |  |  |  |
| 1. Bank Statements, bank books, deposit slips |  |  |  |  |
| 1. Bank Reconciliations |  |  |  |  |
| 1. Receipts/bills |  |  |  |  |
| 1. Cash Receipts |  |  |  |  |
| 1. Board of Directors & Board Minutes |  |  |  |  |
| 1. Association Minutes |  |  |  |  |
| 1. Committee Reports |  |  |  |  |
| 1. Treasurer’s Reports (all meetings) |  |  |  |  |
| 1. Financial Secretary Records |  |  |  |  |
| 1. Annual Financial Report |  |  |  |  |
| 1. Workers Comp Annual Payroll Report |  |  |  |  |
| 1. IRS form 990/990EZ/990N |  |  |  |  |
| 1. State Form 199 |  |  |  |  |
| 1. State Form RRF-1 |  |  |  |  |
| 1. State Form TR-1 if required |  |  |  |  |
| 1. IRS form 941 |  |  |  |  |
| 1. IRS form 1099 |  |  |  |  |
| 1. State form DE-6 |  |  |  |  |
| 1. State Form DE-542 |  |  |  |  |
| 1. Other |  |  |  |  |

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| Beginning Balance Records |  |  |  |  |
| Check to see if amt shown on first bank statement reconciles to starting balance in checkbook and last audit ending balance, ledger, treasurer’s reports |  |  |  | Braintre - yes |
| Bank Reconcilliation |  |  |  |  |
| 1. All bank statements opened, reviewed, signed, and dated monthly by non-check signer |  |  |  |  |
| 1. All bank statements reconciled by treasurer signed, and dated monthly by non-check signer |  |  |  |  |
| 1. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement). outstanding checks and deposits not posted to bank statement |  |  |  |  |
| 1. Deposits and Checks Written:    1. signed by two authorized check signers per the bylaws    2. Recorded in checkbook register    3. Recorded in ledger in proper line items/categories/columns    4. Agree with treasurer reports |  |  |  |  |
| 1. Electronic payments and deposits recorded in checkbook register, ledger and/or treasurer’s reports |  |  |  |  |
| 1. Bank Charges and interest recorded in checkbook register, ledger and treasurer reports |  |  |  |  |
| Membership |  |  |  |  |
| 1. Amount recorded and deposited equals total number of memberships received #\_\_\_\_\_\_ units @ $\_\_\_\_\_ (each)= $\_\_\_\_\_\_\_\_ |  |  |  |  |
| 1. Amount forwarded to next level PTA equals total number of unit insurance received #\_\_\_\_\_\_ units @ $\_\_\_\_\_ (each)= $\_\_\_\_\_\_\_\_ |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Insurance |  |  |  |  |
| Premiums forwarded to next level PTA by due date |  |  |  |  |
| Minutes |  |  |  |  |
| 1. Original budget and updates/changes approved by association and recorded in minutes |  |  |  |  |
| 1. Funds released by association and recorded in minutes as released |  |  |  |  |
| 1. All expenditures approved and recorded in executive board minutes (list expenditures not approved on recommendation report) |  |  |  |  |
| 1. All expenditures approved/ratified in association minutes (List expenditures not approved on recommendation report) |  |  |  |  |
| 1. Committee minutes record plans, proposed expenditures, and total of monies earned |  |  |  |  |
| Authorizations for Payment |  |  |  |  |
| 1. All authorizations written for approved amounts, and are signed by secretary and president (List missing authorizations on recommendation report) |  |  |  |  |
| 1. All authorizations have receipt/bill attached (List missing on recommendation report) |  |  |  |  |
| 1. Authorizations match checks written |  |  |  |  |
| Income |  |  |  |  |
| 1. Deposits properly supported |  |  |  |  |
| 1. Cash Verification Forms used with two people counting money and signing |  |  |  |  |
| 1. Income received matches deposits recorded in checkbook, ledger and treasurer reports |  |  |  |  |
| 1. Designated income spent as specified |  |  |  |  |
| Financial Secretary reports |  |  |  |  |
| 1. Filed for every association and board meeting |  |  |  |  |
| 1. Agree with ledger and checkbook register |  |  |  |  |

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| Treasurer reports |  |  |  |  |
| 1. Filed for every association and board meeting |  |  |  |  |
| 1. Agree with ledger and checkbook register |  |  |  |  |
| 1. Annual financial report completed and uploaded |  |  |  |  |
| Committee reports |  |  |  |  |
| Committee reports for all fundraisers submitted or report in minutes |  |  |  |  |
| Reporting Forms and Tax Returns |  |  |  |  |
| Verify that all forms have been filed annually if required for period |  |  |  |  |
| Audit reports |  |  |  |  |
| 1. Audit done semiannually |  |  |  |  |
| 1. Audit reviewed by review committee or conducted by qualified accountant |  |  |  |  |
| 1. Written report with recommendations presented to executive board |  |  |  |  |
| 1. Audit report presented to association for adoption |  |  |  |  |
| 1. Report forwarded to next level up PTA |  |  |  |  |
| Audit Recommendations |  |  |  |  |
| Al “No” answers should be included in the report as recommendation to change financial procedures. At the completion met with president and financial officer(s) do discuss recommendations and any corrections as needed. When audit is complete, and errors have been corrected by a financial officer and accounts are accurate, make an entry in financial records to so indicate. |  |  |  |  |
| Mismanagement |  |  |  |  |
| If there are any discrepancies is mismanagement suspected? If so contact district PTA president immediately for assistance if yes. |  |  |  |  |