

PTA ANNUAL AUDIT/ FINANCIAL REVIEW FORM (PAGE 1 OF 2)



Purpose: To meet audit compliance requirements in the bylaws. Instructions follow:

- The Executive Board shall select an audit committee or auditor annually according to the Local Unit Bylaws, Article VII, Section 5. The PTA/PTSA Treasurer shall submit to the auditor(s) all financial records and forms listed below after the end of the fiscal period, June 30, each year. The completed audit must be presented and adopted by the members at the first general membership meeting in the following year. To remain in good standing, PTAs are required to email or mail a completed and signed copy of the Audit/Financial Review to Florida PTA. It must be postmarked, emailed or Faxed on or before the last business day of September.

• **Email to:** audit@FloridaPTA.org **FAX:** 407-240-9577

Mail to: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809

Date Completed:		8 Digit Local Unit ID #:	
PTA Name:		County Council or County:	
Audit Committee Contact Person:		PTA Position:	
Street Address		Apt. Number	
City	Zip	Email	
Cell Phone		Home Phone	

Auditor/Audit Committee: Please complete Sections A and B. Audit Period Covered: July 1, 20 ____ to June 30, 20 ____

Section A

To the Audit Committee: Please check the boxes of the financial records provided to you from the Treasurer:

- | | |
|---|--|
| <input type="checkbox"/> All Bank Statements | <input type="checkbox"/> Treasurer's Ledger Book (also referred to as a cash book) |
| <input type="checkbox"/> All Deposit Receipts | <input type="checkbox"/> A copy of "Annual Financial Review (PTA Audit)" from Florida PTA Kit of Materials, Section 3, Dollars and Sense |
| <input type="checkbox"/> All Cash Verification Forms and receipts | <input type="checkbox"/> Checkbook and Checkbook Register |
| <input type="checkbox"/> All Check Request forms with receipts/ bills attached | <input type="checkbox"/> Cancelled checks |
| <input type="checkbox"/> Treasurer's reports from all PTA/PTSA meetings including final general membership Annual Meeting | <input type="checkbox"/> Receipts of bills paid or itemized statements |
| <input type="checkbox"/> Copy of Final Approved budget and all amendments (approved by the members) | <input type="checkbox"/> Copy of last annual audit report, (as of June 30 previous year) |
| <input type="checkbox"/> Copies of all board, executive committee and association meeting minutes (From Secretary's Procedure Book) | <input type="checkbox"/> If any were conducted, copies of any interim audits that were conducted during the year |
| <input type="checkbox"/> Current copy of approved local unit bylaws | <input type="checkbox"/> Filed copy of IRS Form 990, 990EZ or 990N (e-Postcard) confirmation Email from previous tax year. |

Section B

- Does amount shown on first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of audit from previous annual audit. Y N
- Were bank statements reconciled monthly by the treasurer and signed by another person not authorized to sign checks or related to a check signer? Y N
- Did all checks written contain two signatures (President, Treasurer or other Elected Official / bank signatory)? Y N
- Were all checks properly recorded in checkbook register, ledger and with treasurer reports? Y N
- Were all bank charges and interest recorded in checkbook register, ledger and treasurer reports? Y N
- Did the PTA purchase insurance? Y N
- Were all check requests and reimbursement authorizations approved by the president or designee and contain receipts? Y N
- Did the PTA make payments by credit card or debit card? Y N
- Did the PTA use Cash Verification Forms? Y N
- Were all funds received counted by two persons with the treasurer being the third counter? Y N
- Did funds received match deposits recorded in the checkbook register ledger and treasurer reports? Y N
- Was income spent according to the approve/amended budget? Y N
- Did the general membership meeting minutes include budget approval? Y N
- Did the general membership meeting minutes include a motion and vote for approval of all budget amendments? Y N
- _____ # of memberships collected? _____ # of memberships dues submitted to the state? Y N

Please contact and return the completed audit to the new incoming treasurer.

Outgoing Treasurer's Signature _____ Date _____

Daytime Phone Number _____ Email _____

Incoming Treasurer's Name _____

Daytime Phone Number _____ Email _____

PTA ANNUAL AUDIT / FINANCIAL REVIEW FORM (PAGE 2 OF 2)



Date of Audit: _____ 8 Digit Local Unit ID# _____

PTA/PTSA Name: _____ County Council or County _____

Dates covered by this Audit / Fiscal Year: July 1, 20____ to June 30, 20____

1. Balance on Hand (From Audit as of June 30 of Previous Year).....\$ _____
2. Receipts / Income Received (Since Date of Last Audit).....\$ _____
3. **Total Cash (Add Line 1 and Line 2 together for Total)**.....\$ _____
4. Expenses / Disbursements (Since Date of Last Audit)\$ _____
5. **Balance on Hand as of Date of Audit (Subtract Line 4 from Line 3)**\$ _____
6. Bank Statement Balance as of June 30, 20____\$ _____
7. Checks Outstanding as of June 30 (List check number ,date and amount)

Outstanding Check Number	Date of Check	Amount of Outstanding Check

8. Total Amount Outstanding Checks (total from table above)..... \$ _____
9. **Balance in Checking Account (Subtract line 8 from line 6)** \$ _____

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

- **Calculate Total Income/Receipts used for IRS reporting on Form 990** \$ _____
(Subtract Amount of payment(s) to Florida PTA for State & National Dues **from Line 2**, income, above)
- **Calculate Total Expenses/Disbursements used for IRS reporting on Form 990** \$ _____
(Subtract Amount of payment(s) to Florida PTA for State & National Dues **from Line 4**, expenses, above)

PLEASE CHECK ONE:

____ I (We) have audited the books and find them to be correct.

____ I (We) have audited the books and found the following problems and/or make these suggestions.

____ I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance.

I (We) have attached our findings/recommendations to this form.

Auditor 1/ Reviewer Signature Auditor 2/ Reviewer Signature Auditor 3 / Reviewer Signature

Printed Name Auditor 1/ Reviewer Printed Name Auditor 2/ Reviewer Printed Name Auditor 3 / Reviewer

President's Signature Treasurer's Signature Date

The auditor/auditing committee report must be in writing. If the auditing committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted on the attached findings / recommendations.

Note: A copy of the Financial Review/Audit must be submitted to Florida 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 Florida PTA.

IRS FORM 990 – Filing Verification Form



Purpose: To remain a 501(c)(3) Federal Tax-Exempt organization in compliance with and in good standing with the Federal Internal Revenue Service (IRS) and Florida PTA according to your bylaws.

Instructions for IRS & Florida PTA Compliance Requirements:

- After filing/mailling your IRS Form 990 to the IRS, you are required to forward this form (Filing Verification Form) with a complete copy of your 990EZ (short form), 990 (long form) or 990N(e-Postcard) e-filing receipt to Florida PTA.
- According to your bylaws, the PTA fiscal year begins on July 1 and ends on the following June 30. The IRS requires 501(c)(3) Tax-Exempt Organizations to mail or e-file your IRS Form 990 no later than the 15th day of the fifth month after the end of the fiscal year. Therefore, your IRS Form 990 informational income tax return is due to the IRS on November 15 each year.
- **Forward completed form 990 within 10 days of IRS filing date to Florida PTA: FAX: 407-240-9577**
Email: 990@FloridaPTA.org Mail: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809
- If a paper copy (990EZ or 990) is filed, copy entire return and send with this form. The original should be sent registered mail to IRS service center, and a complete copy should be kept with PTA permanent records. If the 990N (e-Postcard) is filed electronically, print a copy of the “accepted” e-filing receipt and keep for your PTA permanent records. Forward the e-filing receipt to Florida PTA email: 990@floridaPTA.org

PTA/PTSA Local Unit Name: _____

PTA Address: _____

Street

City

Zip Code

PTA/PTSA 9-Digit Federal EIN# _____ County Council or County: _____

Filing Date:

IRS 990N (e-Postcard) “accepted” IRS e-filing receipt date _____

IRS 990EZ (Short Form) or IRS 990(Long Form) Certified Mail Date or e-file Date _____

IRS Form 8868 Date (Application for extension of time to file Form 990) _____

Submitted by _____ Date _____

PTA Position _____ Email _____

Contact Phone Number _____

• **990-N (E-postcard) Return of Organization Exempt from Income Tax**

Organizations with gross receipts normally equal to or less than \$50,000 are eligible to file form 990-N, also known as the e-postcard online at this link: [//epostcard.form990.org](http://epostcard.form990.org)

• **990EZ - Short Return of Organization Exempt from Income Tax**

Organizations with gross receipts between \$50,000 and \$200,000 and total assets less than \$500,000 must file form 990EZ.

• **990 – Long Return of Organization Exempt from Income Tax**

Organizations with gross receipts equal to or more than \$200,000 and total assets more than \$500,000 must file form 990.

• **FORM 8868** If a PTA wishes to request an IRS extension of time to file Form 990 or 990-EZ, it should complete and file Form 8868 with the IRS before the deadline of November 15 each fiscal year.

• If a PTA makes more than \$1,000 in unrelated business income (UBI), it must file a Form 990-T.

• For more information, visit IRS website: www.irs.gov/charities