

# 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](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 <u>7/12/2022</u>		PTA Local Unit ID# <u>28184</u>	
District <u>10</u>	Council <u>North Fulton</u>		PTA Name <u>Taylor Road Middle School</u>
Contact Person <u>Orly Klein</u>		PTA Position <u>Treasurer</u>	
Address <u>5150 Taylor Rd.</u>		City <u>Johns Creek</u>	
State <u>GA</u>	Zip <u>30022</u>	Email <u>trmsptatreasurer@gmail.com</u>	
Cell Phone <u>404-490-7967</u>		Home Phone	

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

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

Year 2021 - 2022

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

PTA Auditor

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

PTA Auditor

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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- ☒ General ledger report (list of all receipts/disbursements)
- ☒ The annual financial report (profit and loss statement)
- ☒ Cancelled checks or bank images from bank statement
- ☒ Copy of insurance
- ☒ All treasurer's reports
- ☒ Itemized statements and receipts of bills paid
- ☒ Copy of last year's audit report and 990 or 990N
- ☒ 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? See attached Audit Report.
- ☒ 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? 350 # of memberships collected? 350 # 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 Orly Klein Date 7/14/22  
 Outgoing Treasurer's Daytime Phone 404-490-7967 Email trmsptatreasurer@gmail.com  
 Incoming Treasurer's Name Orly Klein Daytime Phone 41 Email trmsptatreasurer@gmail.com  
[www.georgiapta.org](http://www.georgiapta.org) everychild. onevoice.

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



Year 2021 - 2022

Date 7/14/22

PTA Name Taylor Road middle school PTA LU ID # \_\_\_\_\_

Council North Fulton District 10

Dates covered by this audit/financial review from: \_\_\_\_\_ to: \_\_\_\_\_

1. Balance on Hand (From Date of Last Audit)..... \$ See Attached
2. Receipts (From last audit to date of audit)..... \$ Audit Report
3. Total Cash (add 1 and 2 together)..... \$ \_\_\_\_\_
4. Disbursements (From last audit to date of audit)..... \$ \_\_\_\_\_
5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ \_\_\_\_\_
6. Bank Statement Balance as of \_\_\_\_\_ (date) ..... \$ \_\_\_\_\_
7. Checks Outstanding (List check number and amount)
 

Check #	Amount	Check #	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
8. Total Outstanding Checks..... \$ \_\_\_\_\_
9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ \_\_\_\_\_

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.

Sherry Flagg  
Auditor/Reviewer Signature

Sherry Flagg  
Auditor/Reviewer Printed Name

770.667.8454  
Auditor/Reviewer Phone Number

\_\_\_\_\_  
Auditor/Reviewer Signature

\_\_\_\_\_  
Auditor/Reviewer Signature

\_\_\_\_\_  
Auditor/Reviewer Printed Name

\_\_\_\_\_  
Auditor/Reviewer Printed Name

\_\_\_\_\_  
Auditor/Reviewer Phone Number

\_\_\_\_\_  
Auditor/Reviewer Phone Number

☒ [Signature]  
Outgoing President's Signature (mandatory)

[Signature]  
Outgoing Treasurer's Signature (mandatory)

7/14/22  
Date

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.



**Taylor Road Middle School PTA**  
**PTA Audit Report Form**  
**July 1, 2021 through June 30, 2022**

**Local:** Taylor Road Middle School PTA **Date:** July 12, 2022  
**Council:** North Fulton **District:** Fulton - 10th

Balance on Hand, July 1, 2021	\$ 9,048.66
Receipts (July 1, 2021 - June 30, 2022)	<u>\$ 27,698.96</u>
Total Cash	\$ 36,747.62
Disbursements (July 1, 2021 - June 30, 2022)	<u>\$ (30,576.71)</u>
Balance on Hand, June 30, 2022	<u><u>\$ 6,170.91</u></u>
Bank Statement Balance, June 30, 2022	
Truist: #1000085293040	\$ 4,196.22
Truist Bank: #1000108267187	\$ 1,974.69

**Outstanding Checks/Deposits:** \$0.00

**Balance, June 30, 2022** \$ 6,170.91

**Date of Audit :** June 30, 2022

I have audited the books of Taylor Road Middle School PTA and find them to be correct with the following recommendation:  
Per PTA Operating Guidelines Funds Verification Forms should support all Deposit Activity.

July 12, 2022

Date Audit Completed:

Sherry Flaeger

Auditor's Signature:



800-35-01-00 60922 6 C 001 30 S 66 002  
TAYLOR ROAD MIDDLE SCHOOL PTA  
5150 TAYLOR RD  
ALPHARETTA GA 30022-4547

*[Signature]* 6/30/22

## Your consolidated statement

For 06/30/2022

Contact us



Truist.com



(844) 4TRUIST or  
(844) 487-8478

## Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS VALUE 200 CHECKING	1000085293040	4,196.22	page 1
Total checking and money market savings accounts		\$4,196.22	
BUSINESS REGULAR SAVINGS	1000108267187	1,974.69	page 2
Total savings accounts		\$1,974.69	

## Checking and money market savings accounts

### BUSINESS VALUE 200 CHECKING 1000085293040

#### Account summary

Your previous balance as of 05/31/2022	\$4,845.13
Checks	- 2,149.39
Other withdrawals, debits and service charges	- 0.34
Deposits, credits and interest	+ 1,500.82
Your new balance as of 06/30/2022	= \$4,196.22

7/11/2022  
Reviewed  
*[Signature]*

#### Checks

DATE	CHECK #	AMOUNT(\$)
06/01	4152	375.00
06/17	*4156	45.59

DATE	CHECK #	AMOUNT(\$)
06/02	*4158	912.00
06/16	4159	149.35

DATE	CHECK #	AMOUNT(\$)
06/21	4160	205.69
06/16	4161	461.76

\* indicates a skip in sequential check numbers above this item

Total checks = \$2,149.39

#### Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
06/13	ACH CORP DEBIT AMTS:16,18 GEORGIA PTA TAYLOR ROAD MIDDLE SCH CUSTOMER ID ST-U8R5F8U1A4P4	0.34

Total other withdrawals, debits and service charges

= \$0.34

#### Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
06/01	Payments UKOGF FOUNDATION TAYLOR ROAD MIDDLE SCH CUSTOMER ID 818GP5WPWX	0.46
06/06	AMTS:16,18 GEORGIA PTA TAYLOR ROAD MIDDLE SCH CUSTOMER ID ST-J9N8G1E0V9N5	0.16
06/06	AMTS:16,18 GEORGIA PTA TAYLOR ROAD MIDDLE SCH CUSTOMER ID ST-U5F9W7U6F1N3	0.18

continued

Taylor Road Middle School PTA  
Statement of Operations  
July 1, 2021 through June 30, 2022

Revenue on Hand, July 1, 2021	\$ 9,048.66
Revenue	
Amazon	\$ 305.82
Box Tops	\$ 130.90
Donations	\$ 270.91
Interest Earned	\$ 1.62
Kroger Partner	\$ 239.13
Membership Drive (A)	\$ 20,253.42
Publix Partners	\$ 934.73
Spirit Nights	\$ 846.08
Spirit Wear	\$ 439.00
Student activities income	\$ 3,485.87
Tanner Portraits	\$ 300.00
Unapplied Cash Payment Revenue	\$ 491.48
Total Revenue	<u>\$ 27,698.96</u>
Gross Profit	<u>\$ 27,698.96</u>
Expenditures	
Academic Enrichment	
Honor Roll Recognition	\$ 1,593.99
Mini Grants	\$ 1,008.29
Total Academic Enrichment	<u>\$ 2,602.28</u>
Administrative Support	\$ 432.53
Website	\$ 96.00
Total Administrative Support	<u>\$ 528.53</u>
Bank Charges	\$ 125.00
Community Support	
Campus Beautification	\$ 931.28
Total Community Support	<u>\$ 931.28</u>
Dues & Subscriptions	\$ 30.00
Membership Dues (A)	\$0.00
Memship Dues Fees (adjustment	\$ (0.16)
Administrative Adjustment	\$ (1,583.42)
Membership Expense	\$ 75.00
NFC Dues and Scholarship	\$ 275.00
Office Expenses	\$ 69.54
Other General and Admin Expenses	\$ 3,058.15
Website	\$ 287.84
Total Other General and Admin Expenses	<u>\$ 3,345.99</u>

Taylor Road Middle School PTA  
Statement of Operations  
July 1, 2021 through June 30, 2022

Red Ribbon Week	\$ 210.00
Reflections	\$ 496.05
SAW	\$ 3,675.04
Special Projects	\$ 217.11
Student Activities	
6th Grade	\$ 2,023.06
7th Grade	\$ 1,861.26
8th Grade	\$ 8,983.37
Total Student Activities	<u>\$ 12,867.69</u>
Student enrichment	
international night	\$ 203.19
Total student enrichment	<u>\$ 203.19</u>
Teacher Appreciation	\$ 3,513.75
Teacher Stipend	\$ 2,533.08
Volunteer Appreciation	\$ 461.76
Total Expenditures	<u>\$ 30,576.71</u>
Revenue on Hand, June 30, 2022	<u><u>\$ 6,170.91</u></u>

(A) State and National PTA Dues (350 @ \$3.75)	\$ 1,312.50
Disbursements Not Belonging to Unit	
State and National PTA Dues (350 @ \$3.75)	<u>\$ (1,312.50)</u>
Balance due to State PTA Office	<u><u>\$0.00</u></u>