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AUDIT CHECKLIST	Unit Name _____	Date _____	YES	NO
<b>DESCRIPTION</b>				
<input checked="" type="checkbox"/> Bylaws & Standing Rules <input checked="" type="checkbox"/> Budget(s) <input checked="" type="checkbox"/> Last Audit Report <input checked="" type="checkbox"/> Ledger <input checked="" type="checkbox"/> Checkbook register <input checked="" type="checkbox"/> Cancelled checks (including voids) <input checked="" type="checkbox"/> Authorizations for Payment <input checked="" type="checkbox"/> Cash Verification Forms <input checked="" type="checkbox"/> Bank statements, bank books and deposit slips <input checked="" type="checkbox"/> Receipts/bills <input checked="" type="checkbox"/> Cash receipts <input checked="" type="checkbox"/> Executive board minutes <input checked="" type="checkbox"/> Association minutes <input checked="" type="checkbox"/> Committee reports <input checked="" type="checkbox"/> Monthly Treasurer Report <input type="checkbox"/> Monthly Financial Secretary Reports <input checked="" type="checkbox"/> Annual Financial Report <input checked="" type="checkbox"/> Workers' Compensation Annual Payroll Report form <input checked="" type="checkbox"/> IRS Forms 990/990EZ/990N <input checked="" type="checkbox"/> State Form 199 <input checked="" type="checkbox"/> State Form RRF-1 <b>If required:</b> <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542			✓	
<b>Financial records provided:</b> (Originals)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Beginning Balance Records</b>				
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Bank Reconciliation</b>				
1. All bank statements reconciled since last audit by treasurer and reviewed monthly by non-check signer			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)				
a) Recorded in checkbook register			<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Recorded in ledger in proper columns			<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Agree with treasurer reports			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Membership</b>				
1. Amount recorded and deposited equals total number of memberships # <u>26</u> (members) @ \$ <u>10</u> (membership dues listed in bylaws)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Amount forwarded to council/district PTA equals total number of memberships # <u>26</u> (members) @ \$ <u>4</u> (amount listed in bylaws)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Insurance</b> – premium(s) forwarded to council/district PTA by due date			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Minutes</b>				
1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Committee minutes record plans, proposed expenditures, and total of monies earned			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Authorizations for Payment</b> (signed by secretary and president)				
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Authorizations match checks written			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Income</b>				
1. Deposits properly supported			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Cash Verification Forms used with two people counting money			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Designated income spent as specified			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Financial Secretary Reports</b>				
1. Filed monthly			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Treasurer Reports</b>				
1. Filed monthly			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Agree with ledger and checkbook register			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Annual Financial Report			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>				
1. Committee reports for all fundraisers submitted or report in minutes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reporting Forms and Tax Returns</b>				
1. Verify on Audit Report that all forms have been filed annually (if required)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Audit Reports</b>				
1. Audit done semiannually			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Prepare and present written report with recommendations to executive board			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Present audit report to association for adoption			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Forward report to the next level PTA (See Bylaws, Duties of Officers, Auditor)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Audit Recommendations</b>				
All "No" answers should be included in the report as recommendations to change financial procedures. At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign & date the audited materials.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Mismanagement</b> – Is mismanagement suspected? (Contact district PTA president immediately for assistance.)			<input type="checkbox"/>	<input checked="" type="checkbox"/>