Capistrano Unified Council

PTSA®

*every*child.*one*voice.

General Audit Information

An audit (record review) is performed twice a year, or upon resignation of the treasurer or a check signer. January: covers the period of July through December; July: covers the period of January through June. The following items should be given to the auditor for each audit:

- Request for Payment (RFP) to date
- Bank Statements and Reconciliation
- Register Report (Quicken) for period under Audit
- Itemized Categories (Quicken) or Profit & Loss (QuickBooks)
- Monthly Treasurer Report copies
- Tax Return (July Audit)
- Treasurer Annual Report (July Audit)
- Deposit Verification Forms
- Membership numbers
- Minutes Book

The California State PTA Toolkit provides all information needed to complete an audit including forms and instructions. Visit the website www.capta.org to access the toolkit, and review "Job Description for Auditor" and section 5.8 "The PTA Audit". **Print out the Audit Checklist and Audit Report forms (please use the official audit forms found in the CA PTA toolkit Section 9).**

Procedures:
- Use the Audit Checklist to ensure you have all the items necessary to complete the audit.
- Print the Bank Reconciliation/Uncleared Transaction detail statement from either December or June depending on which audit is being conducted.
- Print the Itemized Categories Report (from Quicken) or the Profit & Loss Report (from Quick Books), both the summary and the detailed categories.
- While conducting the audit, create a findings/recommendations page if necessary. Do not correct any mistakes that are found.
- Fill out the Audit Report form.

Audit Conclusion:
- Final product should include:
  1. Audit Report form
  2. Audit Checklist form
  3. Uncleared Transaction Detail
  4. Itemized Categories (Quicken) or Profit & Loss (Quick Books) reports
  5. Findings/Recommendations report if necessary
- Ensure that errors are corrected
- Make *several copies* of the final product to give to the Treasurer, President, Recording Secretary, CUCPTSA Auditor, CUCPTSA Family Mentor, Fourth District Auditor
- Present and adopt the audit at the next PTA meeting

Questions/Problems:
- If problems or questions arise during the audit, please contact the CUCPTSA auditor, Jodie Goodwin @ bjcgoodwn@aol.com

Guidelines for Unit Auditors

Please use the official audit forms found in the CA PTA Toolkit (Section 9) which can be accessed from the CA PTA website (www.capta.org)

All accounts must be audited separately (checking, savings, money market, PayPal)

All accounts must be audited when closed

An immediate audit is needed if there is a change in the treasurer

Please remember not to run Science Camp money through PTA accounts because the money collected could affect the tax return

Two weeks is a reasonable amount of time for an auditor to complete the audit

Checks can be written during an audit, as long as there are no concerns about the account

It is helpful to review the financial records with the treasurer to ensure accuracy before turning them over to the auditor

All "Request for Payment" forms must be signed by the President and Recording Secretary and have complete documentation (invoices, receipts) attached

Deposit forms must be verified and signed by two people

All monthly bank statements must be verified and signed by the treasurer and one other person

Verify that all money collected for membership has been sent to Council

Verify that the minutes are up-to-date