

FINANCIAL PERIOD REVIEWED:

FISCAL PERIOD:

NAME

every voice' ADDRESS:



FINANCIAL REVIEW CHECKLIST

FINANCIAL PERIOD REVIEWED: July 1st - June 30th 2023
FISCAL PERIOD:
NAME OF PTA/PTSA/COUNCIL: Terramar PTSA
ADDRESS: 7000 W Happy Valley Rd. Peoria AZ 85383

Financial Review/Audit Objective: The purpose of an audit is to certify the accuracy of the financial records of the local PTA/PTSA unit. To assure the membership that the association's resources/funds are managed in a business-like manner within the procedures established. Stewardship of other people's money is an essential part of volunteer activity and requires systematic and ongoing attention.

This checklist should be completed by a professional auditor or an audit committee as outlined in the Arizona PTA Unified Local PTA/PTSA Unit Bylaws. Arizona PTA recommends a qualified financial professional conduct the unit's annual financial review or audit if the gross income exceeds \$75,000 Local PTA/PTSA units should file the adopted audit report and checklist with the permanent financial records of the local PTA/PTSA unit.

Preparing for the Financial Review/Professional Audit: The treasurer of the fiscal year being audited/reviewed is responsible for putting the financial records in order for the committee. The treasurer should turn over all financial documents to the financial review/audit committee or qualified financial professional at the end of the fiscal year. The treasurer shall not serve on the auditing committee but may meet with the committee to assist with the examination. No current term officers who are check signers may participate on the financial review/audit committee. Once the records are turned over to the committee, the outgoing treasurer and all signers can no longer write checks. The required officer(s) should go to the bank to change signature cards with the incoming officer(s). Please become familiar with your PTA/PTSA's bank policies regarding the transition of officers on bank signature cards. If changing banks, check with the new bank regarding Arizona Corporation Commission requirements.

ARIZONA PTA FISCAL YEAR IS JULY 1 thru JUNE 30

QUESTIONS, COMMENTS, OR CONCERNS
PLEASE CONTACT THE ARIZONA PTA
OFFICE office@azpta.org

Check all items reviewed in this financial review/professional audit as applicable:

CHECKLIST Arizona

FINANCIAL PERIOD REVIEWED: **PTA** FISCAL PERIOD:

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ADDRESS:

<input type="checkbox"/> Bylaws <input type="checkbox"/> Standing Rules <input type="checkbox"/> Treasurer's Ledger <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Committee Reports <input type="checkbox"/> Previous Year Annual Financial Review <input type="checkbox"/> Previous Year Annual Financial Audit <input type="checkbox"/> IRS Forms 990N/990EZ/990	Budget(s) Checkbook Register/Stubs Cash Verification Forms Executive Board Minutes Monthly Treasurer Reports Monthly Bank Statements, Bank Books, and Deposit sli s	Last Financial Review/Professional Audit Canceled Checks Receipts/Bills General Meeting Minutes Current Membership Roster <input type="checkbox"/> Nonsigner Monthly Review Voids <input type="checkbox"/> Ledger
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DESCRIPTION	YES	NO	N/A
Financial records rovided: Ori inals	X		

FINANCIAL

07\_2021

June, 22 - July, 23

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NAME OF PTA/PTSA/COUNCIL: Terramar PTSA  
 ADDRESS: 7000 W HU RR.  
Peoria, AZ, 85383

BEGINNING BALANCE RECORDS	YES	NO	N/A
I . Check to see if the amount shown on the first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in the checkbook register, ledger, treasurer's report, and ending balance of the last audit	X		
BANK RECONCILIATION	YES	NO	N/A
I . All bank statements have been reconciled since the last audit b the treasurer.	X		
2. All bank statements are reviewed and si ned monthl b the non-check si ner	X		

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3. Ending balances (checkbook register, ledger, and treasurer report) agree with the last bank statement (adjusted for outstanding checks and deposits not posted to bank statement). ATTACH THE JUNE 30 OR LAST BANK STATEMENT TO THIS FINANCIAL REVIEW	X		
4. Deposits and checks written: a) Recorded in checkbook register b) Recorded in an accounting program If yes, which one? _____ c) Agree with treasurer reports d) All checks are signed by two authorized signers	X		
5. Bank fees and interest are recorded in a checkbook register, ledger, and treasurer reports.	X		
<b>FINANCIAL PROCEDURES/CONTROLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Were PTA/PTSA funds deposited from the PTA/PTSA bank account?	X		
2. Did two or more people always count the funds?	X		
3. Was there a receipt for each expenditure?	X		
4. Were income and expenditures properly allocated and categorized into the appropriate budget line?	X		
5. Was every expenditure part of the approved budget properly approved at a general membership or a board meeting?	X		
6. Are all PTA/PTSA monies kept separate from school, personal or other organization's funds?	X		
<b>MEMBERSHIP</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Amount recorded and deposited equals total number of memberships members \$ Memberships dues listed in Standing Rules	X		
2. Amount paid to Arizona PTA equals the total number of memberships recorded on the current/year-end membership list. members \$ Dues amount listed in Bylaws	X		
<b>INSURANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Premium paid by the due date	X		
<b>MINUTES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	X		
2. All expenditures approved/ratified in General meeting minutes (List those expenditures not approved on recommendation report)	X		
3. Committee minutes record plans, proposed expenditures, and the total of monies earned	X		

CHECKLIST Arizona

FINANCIAL PERIOD REVIEWED: PTA FISCAL

PERIOD:

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ADDRESS:

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FINANCIAL REVIEW CHECKLIST



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NAME OF PTA/PTSA/COUNCIL: Terramar PTSA
ADDRESS: 7000 W HUR Peoria, AZ 85383

Table with 4 columns: Description, YES, NO, N/A. Rows include EXPENSE AUTHORIZATIONS, INCOME, TRAINING/LEADERSHIP DEVELOPMENT, and TREASURER REPORTS.

Arizona

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3. Did the treasurer re are a reconciliation re ort for the current fiscal ear?	X		
<b>COMMITTEE REPORTS</b>	<b>YES</b>	<b>NO</b>	
1. Committee re ort s for all fundraisers submitted or recorded in minutes	X		
<b>INTERNAL REVENUE SERVICE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I . Please choose one: CI Form 990N was filed electronically (units gross less than \$50,000) Form 990EZ was filed (units gross \$200,000 or less and total assets are less than \$500,000) Form 990 was filed (units gross more than \$200,000 and total assets are more than \$500 000)	X		
2. A confirmed co of the IRS filin has been forwarded to the Arizona PTA Office	X		
<b>ARIZONA CORPORATION COMMISSION FILING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is local PTA/PTSA unit incor orated with the Arizona Cor oration Commission?	X		
2. Has local unit paid Arizona PTA for processing annual local PTA/PTSA unit filing fee on their behalf?	X		
<b>FINANCIAL REVIEW/PROFESSIONAL AUDIT REPORT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I . Pre are and resent written re ort with recommendations to the Executive Board	X		
2. Present Financial Review/Professional Audit Report to the association for ado ion.	X		
3. Forward Financial Review/Professional Audit Report to Arizona PTA (include checklist, annual financial review report/professional audit report, bank statement s and meetin minutes a rovin re ort	X		

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FINANCIAL PERIOD REVIEWED: 6/22-7/23  
 FISCAL PERIOD: \_\_\_\_\_  
 NAME OF PTA/PTSA/COUNCIL: Terramar PTSA  
 ADDRESS: 7000 W HW. Rd.  
Peoria AZ, 95383

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FINANCIAL REVIEW/PROFESSIONAL AUDIT RECOMMENDATIONS	YES	NO	
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ANNUAL FINANCIAL REVIEW/PROFESSIONAL AUDIT REPORT

CHECKLIST Arizona

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All "No" answers should be included in the report as recommendations and explained as needed. Indicate what changes will be made to address financial procedure issues. After the audit, meet with the president and financial officers to discuss recommendations and corrections as needed.			
MISMANAGEMENT	YES	NO	N/A
If mismanagement is suspected, please contact the Arizona PTA Office			
<p>QUESTIONS, COMMENTS, OR  CONCERNS  PLEASE CONTACT THE ARIZONA PTA OFFICE  office@azpta.org</p>			

CHECKLIST Arizona

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NAME OF PTA/PTSA/COUNCIL: Terramar PTSA  
ADDRESS: 7000 W HU. Rd.  
Peoria AZ, 85383

Fiscal Year: July 1, 2022 thru June 30, 2023 EIN#: 900089385

Dates covered by this financial review/professional audit. If different dates than the fiscal year (upon departure of the treasurer or other check signing person)

From: 6/30/22 to: 7/31/23  
(Start Date) (End Date)

Bookkeeping system used (Money Minder, QuickBooks, Excel, etc.) money minder

Amounts per Treasurer's Books/Accounting Program

- 1. Balance on hand at time of last financial review/professional audit). \$31,077.76 \$ \_\_\_\_\_
- 2. Receipts/Deposits/Income since last financial review/professional audit \$ \_\_\_\_\_
- 3. Total cash (add line 1 and line 2) \$ \_\_\_\_\_
- 4. Disbursements/Debits/Expenses since last financial review/professional audit \$ \$ \_\_\_\_\_
- 5. Balance on hand (subtract line 4 from line 3). \$16,943.77 \$ \_\_\_\_\_

Bank Reconciliation

- 6. Ending Bank Statement balance date. 7/31/23
- 7. \$ \_\_\_\_\_
- 8. Deposits not yet credited (add to balance)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- 9. Total cash (add line 6 and line 7) \$ \_\_\_\_\_
- 10. Checks outstanding (list check number and amount)  
# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_
- 11. Total outstanding checks \$ \_\_\_\_\_

11. Balance in checking account (subtract line 10 from line. \$16,943.77  
\$ \_\_\_\_\_

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(ATTACH COPY OF BANK STATEMENT SHOWING ENDING BALANCE)

NOTE: Amounts on line 5 and line 11 should be the same.

If the auditing committee finds there are not adequate records or inappropriate procedures used, this information should be noted in the audit recommendations. Provide complete copies to the local unit Executive Board and permanent file.



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NAME OF PTA/PTSA/COUNCIL: TPTSA
ADDRESS: 7000 W HV Rd.
Peoria AZ 85383

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Date financial review/professional audit completed: 9/22/23

Date financial review/professional audit presented to General Membership: 11/13/23

Financial Review/Professional Audit Recommendations: pay gif upgraded money minder for more detailed online tracking and integration

Multiple horizontal lines for additional notes or recommendations.



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I, Woody Mason on 9/28/23  
(Print Name) (Date)  
financial records of the treasurer of Terramar PTSA PTA/  
Review/Professional Audit Committee initial and sign below:

Please have each member of the Financial

have examined the PTA/PTSA and find them:

(Local Unit Name)

X. correct substantially correct with the above recommendations

\_\_\_\_\_ partially correct and more adequate accounting procedures need to be followed so that a more thorough financial review can be given.  
\_\_\_\_\_ to ave significant problems that must be reported to the Arizona PTA office immediately for assistance.

Signature

\_\_\_\_ I, Miranda and Morgan have examined the) financial records of the treasurer of PTA/PTSA and find them:  
Terramar Elementary PTSA

(Local Unit Name

\_\_\_\_\_ correct substantially correct with the above recommendations partially correct and more adequate  
\_\_\_\_\_ accounting procedures need to be followed so that a more thorough financial review can be given.  
\_\_\_\_\_ to have significant problems that must be reported to the Arizona PTA office immediately for assistance.

Signature

CHECKLIST Arizona

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NAME OF PTA/PTSA/COUNCIL: Terramar PTSA  
ADDRESS: 7000 W Happy Valley Rd.  
Peoria, AZ 85383

I, Miranda Woodward on September 28, 2023 have examined the financial records of the treasurer of Terramar PTA/PTSA and find them: correct

- substantially correct with the above recommendations partially correct and more adequate accounting
- procedures need to be followed so that a more thorough financial review can be given.

Miranda Woodward Signature

I, Morgan Guertner on Sept 28th, 2023 have examined the financial records of the treasurer of Terramar PTA/PTSA and find them:

to have significant problems that must be reported to the Arizona PTA office immediately for assistance.

Correct

- substantially correct with the above recommendations partially correct and more adequate accounting
- procedures need to be followed so that a more thorough financial review can be given.
- to have significant problems that must be reported to the Arizona PTA office immediately for assistance.

[Signature] Signature

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NAME one voice.'

Professional Auditor Information (if applicable):

Name:

\_\_\_\_\_

Business Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Signature:

\_\_\_\_\_