

**Navy Elementary School PTO
Financial Audit Report**

Fiscal Year Ending: 6/30/2013

Beginning Cash Balance (As of 7/1/12)	(A)	\$ 33,442.84
① Receipts during period - <i>See attached</i>	(B)	\$ 207,523.27
Total Cash Available	(C) = A+B=	\$ 240,966.11
② Disbursements During Period - <i>See attached</i>	(D)	\$ 215,423.41
Ending Cash Balance	(E) = C-D =	\$ 25,542.70
③ Bank Statement Balance @ 6/28/13 <i>See attached</i>	(F)	\$ 28,780.12
④ Checks Outstanding (List Below) <i>See attached</i>	(G)	\$ 3,237.42
Reconciled Cash Balance @ 6/28/13	(H) = F-G =	\$ 25,542.70
⑤ Checkbook Balance (As of 6/28/13 FY end) <i>See attached</i>	(I)	\$ 25,542.70
Any Discrepancy?	(H) vs. (I)	\$ -

*FROM
FY 11/12 Audit*

*=
OK
Reconciled*

Auditor Statement: I have examined the books of the treasurer and have found that the Reconciled Cash Balance presented above is correct, and that all receipts and disbursements during the period were in accordance with this organization's mission, to the best of my ability.

A separate report of exceptions noted during the review is attached Yes or No (circle one)

Signed: *[Signature]* Date: 10/6/13

Signed: _____ Date: _____

Signed: _____ Date: _____

Financial Audit Report - Navy ES PTO

Fiscal Year: July 1, 2012 - June 30, 2013

The procedures on the "Navy ES PTO Annual Financial Audit Guidelines for Review" document. Exceptions discovered while following the procedures are noted below:

List of Exceptions and Recommendations:

1. 10/31/12 Reconciliation of Bank Statement was not signed off until 4/25/13. Recommend that this happen sooner.
2. Monthly reconciliation reports from 5/31/13 and 6/28/13 were not checked/signed by a PTO officer that does not have check signing authority per the NAVY PTO Policies and Procedures. Recommend adding an additional line on new checks that are purchased for dual signatures.
3. Monthly Treasurer Reports were included for all months except for 4/30/13, 5/31/13, 6/28/13. Please include either with each bank statement package or with meeting minutes monthly.
4. No meeting minutes were found for PTO Board Meetings held on 10/22/12 or 11/19/12. Agenda's were included, but minutes were not attached. Recommend keeping all agenda's and meeting minutes together for audit purposes.
5. IRS Form 990 for FY12_13 was not provided for audit, therefore could not be verified, however it is understood that it cannot be filed until this audit is completed. Treasurer did provide FY11_12 IRS Form 990.
6. Emails relating to approval of the FY12_13 Planning Budget were provided, however the actual approved budget was not attached. It was clear from the emails that the budget was accepted by all. The budget could also be found each month with the bank statement package within the Treasurer's Report, except as noted in item 3 above. Audit did confirm that budget was consistent throughout each monthly treasurer report and Performance to Budget Reports, except when budget was increased in January 2013 for \$20K additional School Enhancements and \$650 additional for GRACEArts. After requesting this information from the treasurer, it was provided, so it is not included with the emails approving the budget. Suggest keeping a separate file for budgets that can be turned over to auditor for next year.
7. 7 checks did not have two authorized signatures (2323, 2387, 2403, 2295, 2259, 2341, 2204).
8. Check 2171 for \$200.00 – No receipt attached to reimbursement request
9. Check 2180 – No receipt attached, just sign up form for training
10. Check 2186 – No receipt for Time for Kids attached
11. Check 2291 – Check listed in register as \$196.50. Actual check cashed was for \$197.20. Reconciliation report was correct. Recommend checking that check register matches checks written. Register corrected by auditor.
12. Checks 2308, 2309 and 2310 were written for Pizza reimbursement. The checks are all written for more than receipt amount. Assuming this is for tip, however there is no documentation of how tip was paid. Better documentation recommended for tips.
13. Check 2311 listed in register as \$295.10, but actual check cashed was for \$303.18. Reconciliation report was correct. Recommend checking that check register matches checks written. Register corrected by auditor.

14. Check 2344: The check was attached to the check register and noted that it was replaced. The reimbursement request had no such notes. Auditor noted that check was replaced (voided) on reimbursement request.
15. Check 2418: Check register shows \$238.44, reconciliation report for un-cleared transactions shows \$169.54. This check was cashed after the 6/28/13 fiscal year end, so amount could not be determined from bank statements. Treasurer was contacted and confirmed check was written for \$238.44. A revised reconciliation report with the correct un-cleared check amount was quickly provided for June 2013.
16. Check 2397 was written for \$158.30. The numbers are detailed as \$158.30 in the box on the check, however the hand written amount did not include the \$0.30, therefore check was cashed for \$158.00. Auditor added note on reimbursement request. Reconciliation report was correct. Please verify that check numbers and written check amounts match.
17. Check 2330 was written for \$699.55. The numbers are detailed as \$699.55 in the box on the check, however the hand written amount did not include the \$0.55, therefore check was cashed for \$699.00. Auditor added note on reimbursement request. Reconciliation report was correct. Please verify that check numbers and written check amounts match.
18. Check 2168 was written for \$479.99. The numbers are detailed as \$479.99 in the box on the check, however the hand written amount did not include the \$0.99, therefore check was cashed for \$479.00. Auditor added note on reimbursement request. Reconciliation report was correct. Please verify that check numbers and written check amounts match.