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AUDIT REPORT

Date 11-30-2017 Fiscal Year 2017-2018
 Name of Unit O W Erlewine Elementary PTA IRS EI Number 23-7062816
 Council Sacramento Council of PTAs District PTA Third
 Bank Name School's Credit Union Account # 9999924410
 Bank Address P O Box 526001 City/Zip Sacramento 95852-6001

Dates covered by this audit 07-01-2017 to 10-31-2017

Check numbers reviewed in this audit 2800-2831

BALANCE ON HAND at time of last audit <u>06-30-2017</u> (date)	\$	<u>21793.89</u>
RECEIPTS since last audit	\$	<u>8728.34</u>
	TOTAL	\$ <u>30522.13</u>
DISBURSEMENTS since last audit	\$	<u>3792.74</u>
BALANCE ON HAND <u>11-01-2017</u> (date)	\$	<u>26729.39</u> *

BANK RECONCILIATION

Last BANK STATEMENT balance 10-31-2017 (date) \$ 27749.71
 DEPOSITS not yet credited (add to balance) \$ 00
 \$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)
 # 2811 \$ 362.50 # 2828 \$ 350.00 # 2831 \$ 26.25
 # 2823 \$ 204.75 # 2829 \$ 76.82 # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ 1020.32
 BALANCE in checking account 11-01-2017 (date) \$ 26,729.39 *

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of O W Erlewine Elementary PTA PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed 11-30-2017
 Executive Board Adopted 3-13-2018
 Association Adopted _____
 Auditor's Signature Barbara Larsson
 Auditor's Printed Name Barbara Larsson

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
A separate audit form must be completed for each bank account.

2831	26.25			7421.56
2829	76.82			1143.97
2828	350.00			134.86
2827	88.29			27.85
2825	192.13			
2824	113.52			8728.24
2823	204.75			
2822	50.00			
2821	1000.00			
2820	27.47			
2819		voided		
2818	7.51			
2817	50.00			
2816	50.00			
2815	40.00			
2814	228.00			
2813	330.75			
2812	32.31			
2811	362.50			
2810		voided		
2809	50.00			
2808	16.98			
2807	15.00			
2806	23.63			
2805	9.05			
2804	141.28			
2803	115.16			
2802	150.84			
2800	40.50			
	3792.74			

Mid-year audit:

Based on the information I was provided I was able to put together the audit. The starting balance was from the August bank statement.

After adding in deposits and subtracting out expenditures, the figures seem to work. When noting balance on October bank statement, and subtracting out unpaid checks, it all balanced.

Please use the ending balance to begin the next period. We will call this the mid-year audit, so as not having to do one in as month. So year-end audit will start November 1 and run to June 30.

Empty the notebook and start with November 1st and work forward.

Ending balance is \$26,729.39

I have kept a copy for 3rd District's file.

Barbara Larsson

