

**SMS PTO  
Annual Financial Review**

Documents Required: the outgoing treasurer shall present either copies or original documents of the following to the Audit Committee.

- Financial Review Checklist (this document)
- Original Budget for Current Year
- Year End Income / Expense Statement
- Monthly Bank Statements and Monthly Bank Reconciliations
- Tax Return
- Sales Tax Refund Application(s)
- All Financial Records:
  - o All check requests including supporting invoices / receipts
  - o All deposit records
  - o All voided checks
  - o Detailed transaction log from Quick Books
- Permanent Files (kept by the secretary and/or treasurer):
  - o Sedgefield PTO By-laws that pertain to Audit Committee and Financial Review
  - o Sedgefield PTO Policies and Procedures that pertain to Finances, Audit Committee and Financial Review
  - o Insurance Policy
  - o IRS Letter of Determination for Tax Free Status
  - o Articles of Incorporation
  - o Signed Code of Conduct for the Board of Directors
  - o Signed Conflict of Interest Policy
  - o Conflict of Interest Statement
  - o Annual Financial Review Checklist from Prior Years
- All Meeting Minutes from the year (including budget that was presented)
- Printout of Transaction Log

Current Financial Summary: to be completed by the outgoing treasurer and verified by Audit Committee:

Ending Balance from Prior Year:	\$30,320.30	Checking Balance:	\$70,290.15
Current Year Total Income:	\$159,551.49	Saving Balance:	\$0
Current Year Total Expenses:	\$119,837.00	Total Bank Balance:	\$70,290.15
Current Year Ending Balance:	\$70,290.15	Uncleared Checks	\$2,208.33
		Bank Bal - Uncleared	\$0

What portion of the Year Ending Balance is allocated to designated expense items in the following year?

Description	Description
8th Student Support for Grade Washington Trip \$4,231.96	BOY Teacher Amazon GC \$800.00
Athletics \$14,551	Professional Development \$162.42
Sound System Engineering \$2,500	Prime Account \$139
Window Privacy Clings \$1,700	PTO Reserve \$20,000
Outdoor Campus Improvements/ Track & Field \$16,000	Summer Funds \$5,000
Opening Day - CMS Pilot \$729.54	
Branded Backdrop \$1,000.00	
Lysol & Tissues \$500.00	
	Grand Total: <span style="border: 1px solid black; padding: 2px;">\$67,313.92</span>

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Checklist: to be complete by the Audit Committee.

Budget

Yes	No	Review	Supporting Documentation
✓		Budget shows all anticipated sources of income and expense.	Budget
✓		Budget was formally presented and approved by the General Membership	Meeting minutes where budget was presented and approved
✓		There is a procedure to record all monies received	Policies and Procedures (p. 10)
✓		All income was properly recorded and categorized	Income Statement
✓		There is a procedures to report all monies spent	Policies and Procedures
✓		All expenses was properly recorded and categorized	Expense Statement
✓		Sales tax refund is recorded through the balance sheet	Budget vs. Actual Report
✓		There are policies in place to adjust budget as needed during the fiscal year	Policies and Procedures (p. 10)
✓		Regular monthly income / expense reports are given to the Executive Board	Monthly Financial Statement and Meeting Minutes
✓		Budget allows for year end funds remaining to be carried over into the following year	Budget

\*print out budget for each month

not done yet

\*

Fiscal Controls

Yes	No	Review	Supporting Documentation
✓		PTO monies are kept separate from funds of school, individuals and other organizations	Policies and Procedures (p. 10)
✓		An accounting system is maintained	Quickbooks
✓		Purchases and reimbursements have check request and receipts.	Records
✓		Check requests are made by authorized people; corresponding budget item or adequate description is indicated	Records
✓		Checks are numbered in sequence; any missing or voided checks are recorded	Records
✓		Checks are signed by at least 2 Officers	Records and Policy & Procedures
✓		Cash funds are deposited with signature of at least two board members	Records
✓		Cash funds are secured at all times prior to deposit at bank	Policies and Procedures (p. 10)
✓		Treasurer shall prepare monthly reconciliation of bank statement to accounting system for all bank accounts. Each reconciliation should be reviewed by Assistant Treasurer.	Bank Statements and Bank Reconciliations

\*approval by email

Policy changed

~~✓~~

Insurance

Yes	No	Review	Supporting Documentation
✓		Insurance policy is in effect to ensure against loss of property	Insurance Policy
✓		Insurance policy is in effect to provide liability coverage for all officers	Insurance Policy

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<input checked="" type="checkbox"/>		Insurance policy is in effect to provide bonding for any officer who handles money	Insurance Policy
<input checked="" type="checkbox"/>		Copies of insurance policies are maintained in the permanent files	Permanent Files

IRS and Tax

Yes	No	Review	Supporting Documentation
<input checked="" type="checkbox"/>		PTO maintains 501c-3 status	Permanent Files
<input checked="" type="checkbox"/>		IRS EIN number is on file	Permanent Files
<input checked="" type="checkbox"/>		All annual federal (990) and state (if required) tax forms are filed	Copy of tax filing
<input checked="" type="checkbox"/>		Sales Tax refund forms are filed semi-annually	Sales tax refund application
<input checked="" type="checkbox"/>		Create and send 1099 forms as required	Copies of 1099s

not done

Management

Yes	No	Review	Supporting Documentation
<input checked="" type="checkbox"/>		PTO is incorporated as required by the state	Permanent Files
<input checked="" type="checkbox"/>		PTO has Code of Conduct signed by leaders	Permanent Files
<input checked="" type="checkbox"/>		PTO has Conflict of Interest Policy signed by leaders <small>(not a separate ask this year - part of Code of Conduct)</small>	
<input checked="" type="checkbox"/>		There is a Return Check Policy that is in compliance with all state & local regulations	Policies and Procedures (p. 12)
<input checked="" type="checkbox"/>		Financial Review is conducted each year	Permanent Files
<input checked="" type="checkbox"/>		Results of Annual Financial Review are presented to the Executive Board, Board of Directors and General Membership	Meeting Minutes
<input checked="" type="checkbox"/>		The funds remaining to be carried over into the following year are reasonable	Designated Allocations listed above on this document
<input checked="" type="checkbox"/>		The funds remaining to be carried over into the following year have not increased significantly over the last several years	Annual Financial Reviews from last several years
<input checked="" type="checkbox"/>		Reasonable effort has been made to act on suggestions in prior Financial Review	Prior Annual Financial Reviews and Financial Policies

Molly?

Comments / Suggestions / Recommendations (continue on back if needed):

\* Board is pushing to spend excess; big ticket items are being prepared. Hope is to be spent before start of 2023-24 school year.  
 \* Some excess due to change in Hoplife

Audit Conducted by: \* have check list printed for review  
 Name: \* monthly reconciliation check, signed by PTO co-President  
 \* consider Zelle  
 Date:

Jenny Morton  
 Jenny Morton

7/6/2023 | 16:02:54 EDT

Chris Williams  
 Chris Williams

7/7/2023 | 07:56:54 EDT

Lynne McDonald  
 Lynne McDonald

7/10/2023 | 11:20:55 EDT

Teresa McCreary  
 Teresa McCreary

7/6/2023 | 16:54:43 EDT