

VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: South Lakes High School PTSA City: Reston
 PTA EIN Number 541265971

Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Kristen Chaddock	Victoria Stacy	Erin Gibbens
Address	1332 Buttermilk Lane Reston, VA 20190	11049 Ring Road Reston, VA 20190	2231 Gunsmith Square Reston, VA 20191
Email	Kpchaddockpta@gmail.com	vstacyptsa@gmail.com	erinkgibbens@gmail.com
Phone #	703 400 8239	703 943 7457	724-880-1316

Treasurer's Signature: [Signature] Date Records Turned Over: 7/26/23

Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

<input checked="" type="checkbox"/> Copy of last Financial Review (July 1-June 30 previous year)	<input checked="" type="checkbox"/> All Monthly Treasurer's reports from PTA meetings
<input checked="" type="checkbox"/> Copies of any interim Financial Reviews that were conducted during the year (if applicable)	<input checked="" type="checkbox"/> All Minutes of executive board and general membership meetings
<input checked="" type="checkbox"/> Copy of Transactions Register with running balance	<input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments
<input checked="" type="checkbox"/> Checkbook and unused checks	<input checked="" type="checkbox"/> Copy of Local Unit Uniform Bylaws with Completed Organizational Structure Form
<input checked="" type="checkbox"/> All Bank Statements	<input checked="" type="checkbox"/> Copy of filed IRS Form 990, 990EZ or 990N confirmation
<input checked="" type="checkbox"/> All Deposit Receipts/Records	<input checked="" type="checkbox"/> Copy of insurance policy
<input checked="" type="checkbox"/> Any Cash Counting Forms	<input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable)
<input checked="" type="checkbox"/> All Check Request Forms with receipts/bills attached	<input checked="" type="checkbox"/> Copy of 501(c)3 determination letter from Virginia PTA
<input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses	
<input checked="" type="checkbox"/> Copy of Annual Financial Report	

Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were the bank statements reconciled monthly by a PTA member who is not an authorized signer?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Were all receipts and expenses recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did all checks written contain two signatures (President, Treasurer, or other officer / bank signatory)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do all check requests and expense authorizations have receipts/bills attached?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were there transaction authorizations for any payments made by debit card or electronic funds transfer (EFT)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all expenses recorded on the Treasurer's Reports and spent according to the approved budget?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received documented by the Treasurer, with two-person cash counting forms (if applicable)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received recorded on the Treasurer's Reports in the approved budget category?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the budget approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were any budget amendments approved at a general membership meeting, as documented in the minutes?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Did the Treasurer prepare an Annual Financial Report, listing all receipts and expenses, as compared to the budgeted amounts?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA file the appropriate 990, 990EZ, or 990N?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA purchase insurance?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA remit state/national dues to Virginia PTA, \$3.75 per member? # of members recorded <u>148</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA pay dues to a council?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the financial review committee able to reconcile the PTA's account balances, as detailed on page 3?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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Dates covered by this Financial Review: 7/1/2022 - 6/30/2023

Check numbers covered by this review: Beginning check # 1415 Ending check # 1544

Are there any checks that are missing or not accounted for? no

1. **BEGINNING BALANCE** as of July 1 (Ending Balance on June 30 of previous year).....\$ 221,709.01
2. **TOTAL RECEIPTS** (all income, deposits, and credits).....\$ 182,123.48
3. **TOTAL CASH ON HAND** (sum of Line 1 and Line 2)\$ 403,832.49
4. **TOTAL EXPENSES** (all expenses, checks, and debits).....\$ 240,500.36
5. **ENDING BALANCE** as of June 30 (subtract Line 4 from Line 3).....\$ 163,332.63
6. **BANK STATEMENT BALANCE** as of June 30\$ 166,105.69
7. **OUTSTANDING CHECKS** (write total amount of outstanding checks).....\$ 6709.74

Check #	Recipient	Amount
<u>see back</u>		

8. **OUTSTANDING DEPOSITS** (write total amount of outstanding deposits).....\$ 3936.68

Date	Description of Deposit	Amount
<u>6/30/23</u>	<u>Transfer from PayPal Account</u>	<u>3863.66</u>
<u>6/30/23</u>	<u>Transfer from PayPal Account</u>	<u>73.02</u>

9. **ENDING BALANCE** (Subtract Line 7 from Line 6 and add Line 8).....\$ 163,332.63

NOTE: Line 5 and Line 9 must be the same for the PTA accounts to be reconciled.
 If Line 5 and Line 9 are not equal, please re-check outstanding checks and deposits.

Check #

Recipient

Amount

#1502

Jennifer Chan

1020.00

1515

Karen Rutland

149.67

1516 void

Victoria Stacy

void

1532

Wellesley College

1000.00

1533

LARCA

700.00

Debit

Capital Area Food Bank

3840.07

Check #	Amount	Recipient

Date	Description of Deposit	Amount

NOTES: 1 and 2 are not up to date with outstanding checks and deposits. 3 and 4 are not up to date with outstanding checks and deposits.

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FULL PTA/PTSA Name: South Lakes High School PTSA City: Reston
 PTA EIN Number 54 126 5971

Date Financial Review Completed 7/26/2023

PLEASE CHECK ONE:

- I (We) have reviewed the books and find them to be correct.
- I (We) have reviewed the books and found problems and/or have suggestions that we have listed below. (such as inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

Comments from the Review Committee or Auditor

- Committee suggests having a non-signer review bank reconciliations monthly
- May Minutes need to be included

<u><i>LaSmussen</i></u> Reviewer Signature <input type="checkbox"/> Professional Auditor or CPA	<u><i>Larry Howell</i></u> Reviewer Signature	<u><i>Ashley Kowaluk</i></u> Reviewer Signature
<u>Laurie Asmussen</u> Printed Name of Reviewer	<u>Larry Howell</u> Printed Name of Reviewer	<u>Ashley Kowaluk</u> Printed Name of Reviewer
<u>laureasmussen@verizon.net</u> Reviewer's Phone Number or Email	<u><i>Larry Howell</i></u> Reviewer's Phone Number or Email <u>larry@thmail.com</u>	<u>ashley.godell@yahoo.com</u> Reviewer's Phone Number or Email

As the incoming Treasurer and President, we accept this Financial Review. We will submit a copy of this completed review to Virginia PTA as directed on the instructions page. We will present it to our PTA membership at the first meeting of the year.

V. Stang President *AD Kowaluk* Treasurer 7/26/2023 Date Received