

**GHHS PTSA Annual Report:**

Fiscal Year: 2014-2015 Date Prepared: 7/11/2015  
 Local PTA Name: Green Hope High School PTSA  
 City: Cary, NC  
 IRS Number: 56-2151502  
 District & Council: 3 ; Wake

**ACTUAL RECEIPTS**

Donations & Misc. Income	\$ 1,086.49
Membership	\$ 15,018.47
No Fuss Fundraising	\$ 9,289.18
School Store / Spirit Wear	\$ 12,025.70
Senior Activities	\$ 13,318.00
Senior Class T-Shirts	\$ 4,130.00
Spanish Hon. Soc. From Current Year (Restricted)	\$ 250.00
Student Assistance Fund Current Year (Restricted)	\$ 500.00

**Total Income from all Sources \$ 55,617.84**

2014 Carry Forward Funds	\$ 18,561.10
Uncleared checks from Prior Year (2@\$55 each)*	\$ 110.00
Spanish Hon. Soc. Previous Years (Restricted)	\$ 350.39
Student Assist. Previous Years (Restricted)	\$ 343.14

**Total Funds brought Forward from Previous Year \$ 19,364.63**

**TOTAL RECEIPTS \$ 74,982.47**

**ACTUAL EXPENDITURES**

Academic Recognition	\$ 1,331.74
Bank & Accounting Charges	\$ 17.57
Class Activities - Freshman	\$ 454.65
Class Activities - Freshman Orientation	\$ 131.05
Copy Expense	\$ 186.43
Council Dues	\$ 50.00
Health & Safety - Falcon Night (Junior/Senior)	\$ 2,641.06
Health & Safety - Suicide Awareness and Prev.	\$ 170.00
Health & Safety - Streetsafe	\$ 1,109.23
Insurance	\$ 325.00
Membership	\$ 1,682.91
Miscellaneous / Board Discretionary Funds	\$ 363.29
Postage and Supplies	\$ 21.60
Reflections	\$ 262.85
Residual Debt from 2013-14	\$ 8.00
Scholarship	\$ 2,000.00
School Store / Spirit Wear	\$ 7,177.09
Senior Activities	\$ 10,654.05
Senior Class T-Shirts*	\$ 2,948.25
Staff Appreciation	\$ 3,451.39
Student Assistance (Restricted)	\$ 31.03
Student Group Grants	\$ 1,500.00
Teacher Grants	\$ 7,073.79
Teacher of the Year Banquet	\$ 212.00
Web Page	\$ 195.05

**TOTAL EXPENDITURES \$ 43,998.03**

**Amount Remaining for Next Year: \$ 30,984.44**

RECEIPTS NOT BELONGING TO LOCAL PT/

State & National PTA Dues (988 members at \$4)	\$ 3,952.00
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**TOTAL \$ 3,952.00**

DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA

Dues sent to State PTA office:	\$ 3,952.00
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**TOTAL \$ 3,952.00**

\* Uncleared checks are #4359 for \$55 and #4386 for \$55 - both checks written to a teacher for our grant program.



### Sample Review Checklist

Does the PTA unit/council have its IRS Employer Identification Number (EIN)  Yes \_\_\_ No  
 Is the PTA unit/council registered with the North Carolina Department of Revenue Sales and Use Tax Division (do they have a Certificate of Registration)?  Yes \_\_\_ No  
 Does the PTA unit/council have liability and bonding insurance?  Yes \_\_\_ No

#### INCOME

Was all the income properly allocated and categorized in accordance with the budget?  Yes \_\_\_ No

#### EXPENDITURES

Were all expenditures properly allocated and categorized in accordance with the budget?  Yes \_\_\_ No  
 Is there a proper bill or voucher for expenditures?  Yes \_\_\_ No  
 Was each expenditure a part of the budget?  Yes \_\_\_ No

#### INTERNAL REVENUE SERVICE

Did/will the unit/council file the 990EZ or the 990-N postcard with the IRS?  Yes \_\_\_ No  
 (Due to the IRS by November 15<sup>th</sup> of each year)

#### CHECKS/BANKING

Did authorized unit officers properly sign all checks?  Yes \_\_\_ No  
 Are all checks sequentially numbered?  Yes \_\_\_ No  
 Are all checks accounted for?  Yes \_\_\_ No  
 Were bank statements reconciled on a monthly basis?  Yes \_\_\_ No

#### BUDGET/REPORTS

Is there an approved motion in the General Membership minutes for the budget?  Yes \_\_\_ No  
 Did the treasurer submit regular written financial reports?  Yes \_\_\_ No  
 Were the financial records maintained in an orderly manner?  Yes \_\_\_ No

#### CARRY OVER FUNDS

Did end of year balance increase by more than 10%?  Yes \_\_\_ No  
 If yes, was the increase necessary for a long-term project? \_\_\_ Yes  No *Explanation below*  
 (The IRS views a growing balance as a for profit indicator.)  
 Did end of year balance provide excess funds for the start of the new school year?  Yes \_\_\_ No  
 If yes, were excess funds for a long-term project? \_\_\_ Yes  No

#### EXPLAIN ALL "NO" RESPONSES

Reviewed on (date) 7/20/15

By: 1) Nelt 2) St. Reich 3) Mary Bruner

Balance on Hand \$ 30,984.44

**REVIEW COMMITTEE RECOMMENDATIONS: (please attach recommendations on a separate sheet)**  
**Attach the final bank reconciliation and the final treasurer's report to this checklist for presentation to your PTA's Board of Directors.**

NORTH CAROLINA PARENT TEACHER ASSOCIATION

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*Unbudgeted large growth in Membership (\$1500), Nafuss (\$4,500) Spent over (\$5000) income. Ran special teacher grant and spent some in 2015; Planning to spend more in the coming school year to reduce carry forward funds back to approx 17K.*