

GHHS PTSA 2018-2019SY

		Sample Review Checklist
Response		
Yes	No	
		FINANCIAL CONTROLS
✓		The check signature cards are up to date at the bank with at least three persons authorized by the Board of Directors.
✓		Someone other than those who are authorized to sign checks performs bank reconciliations each month.
✓		PTA monies are kept separate from school, personal, or other organizations' funds.
✓		Purchases and reimbursement expenditures have a check request and receipts.
		BUDGET
✓		There is an approved motion in the General Membership minutes for the budget?
✓		The Budget shows all sources of income and expenses.
✓		A procedure is in place to record and report all monies received.
✓		Income was properly allocated and categorized in the budget.
✓		There is an income budget line for sales tax refunds received semiannually.
✓		Expenses were properly allocated and categorized in the budget.
		INCOME
✓		Income was properly allocated and categorized in accordance with the budget?
✓		Number of Members (adults and students) that joined your PTA for the year in review matches the dues amount sent to the NCPTA State Office at \$4.00 per member.
✓		A receipt signed by at least two authorized persons accompanies cash funds deposited.
		EXPENDITURES
✓		Expenditures were properly allocated and categorized in accordance with the budget?
✓		There is a proper bill or voucher for expenditures?
✓		Each expenditure was a part of the budget?
✓		The state and national portion of membership dues were sent to the NCPTA by the 15th of each month that dues were collected.
✓		Check requests are signed by the appropriate people and checked against the appropriate budget line item.
✓		Checks are signed by at least two authorized people.
✓		Checks are numbered in sequence and any missing checks are recorded.
		CHECKS/BANKING
✓		Did authorized unit officers properly sign all checks?
✓		Are all checks accounted for?
✓		There is a returned check policy approved by this PTA and published to all those doing transactions with this PTA.
		FINANCIAL REPORTS
✓		Regular monthly budget/treasurer reports were given to the Board of Directors.
✓		Regular budget/treasurer reports were given to the general membership.
✓		Were the financial records maintained in an orderly manner?
		INTERNAL REVENUE SERVICE
✓		There are procedures in place to have all tax forms filed on time for this fiscal year.
✓		Did will the unit/council file the 990EZ or the 990-N postcard with the IRS? (Due by November 15 of each year)

12291059100 ASTA 2019

		CARRY OVER FUNDS
	✓	Did end of year balance increase by more than 10%?
	N/A	If yes, was the increase necessary for a long-term project?
✓	✓	The budget makes provisions for carry over funds to provide for the new PTA year.
		NC DEPARTMENT OF REVENUE
✓		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)?
	N/A	The sales tax refund forms were properly filed in July and January.
		INSURANCE
✓		Does the PTA unit/council have liability, bonding and property insurance?
✓		Copies of all policies are maintained with the permanent PTA records.

Date Review Completed: 7/24/19

By: 1) Candi Hughes
2) Christine Agius
3) Nolle Srafano

Balance on Hand \$ Bank Balance = 29,471.37

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.

7/24/19

2018-19 Green Hope High School PTSA Budget (7/1/2018 - 6/30/2019)				
Approved 5/6/2019				
INCOME	Budget	Actuals	Variance	Notes
2018 Carry Forward Funds	24,828.15	24,828.15	0.00	
Class T-Shirts	6,200.00	5,490.00	(710.00)	
Digital Sign Donations Income Current Year (Restricted)	12,294.11	2,840.50	(9,453.61)	
Digital Sign Donations Income Previous Year (Restricted)	6,705.89	6,705.89	0.00	
Donations & Misc. Income	100.00	0.00	(100.00)	
Membership	10,500.00	5,504.64	(4,995.36)	
No Fuss Fundraising	2,500.00	1,042.71	(1,457.29)	**We are losing the Kroger program this year due to closing of all Kroger stores in our area.
Principal's Discretionary Fund From Current Year	0.00	500.00	500.00	
Principal's Discretionary Fund From Prior Year (Restricted)	293.83	0.00	(293.83)	
Sales Tax Refunds (semiannual refunds)	0.00	0.00	0.00	
School Store / Spirit Wear	16,000.00	13,983.54	(2,016.46)	
Senior Activities	17,200.00	6,984.05	(10,215.95)	
Spanish Hon. Soc. Previous Years (Restricted)	382.73	0.00	(382.73)	
Spanish Hon. Soc. From Current Year (Restricted)	0.00	0.00	0.00	
Student Assist. Previous Years (Restricted)	159.83	0.00	(159.83)	
Student Assistance Fund Current Year (Restricted)	300.00	0.00	(300.00)	
Total Income	97,464.54	67,879.48	(29,585.06)	
EXPENSE	Budget	Actuals	Variance	
2019 Carry Forward Funds	10,000.00	10,000.00	0.00	
Academic & Student Recognition	2,100.00	1,995.04	(104.96)	
Bank & Accounting Charges	475.00	466.95	(8.05)	
Capital Investment Projects (aka Campus Pride)	1835.85	0.00	(1,835.85)	
Class Activities - New Student Orientation	0.00	0.00	0.00	
Class Activities - Freshmen/Sophomores	500.00	0.00	(500.00)	
Class T-Shirts	4,600.00	4,026.17	(573.83)	
Copy Expense	300.00	0.00	(300.00)	
Council Dues	50.00	0.00	(50.00)	
Digital Sign Expense	19,000.00	2,460.00	(16,540.00)	
Health & Safety - Falcon Night (Junior/Senior)	2,800.00	0.00	(2,800.00)	
Health & Safety - Streetsafe/VIP	1,500.00	484.83	(1,015.17)	
Health & Safety - Student Services (Prevention Services)	4,500.00	1,101.96	(3,398.04)	
Insurance	325.00	325.00	0.00	
Membership	1,300.00	923.76	(376.24)	
Miscellaneous / Board Discretionary Funds	250.00	0.00	(250.00)	
No Fuss Fundraising	50.00	0.00	(50.00)	
Postage and Supplies	100.00	0.00	(100.00)	
Principal's Discretionary Fund From Prior Year (Restricted Donation)	293.83	137.91	(155.92)	
Reflections	500.00	25.00	(475.00)	
Residual Debt from 2018-19	0.00	0.00	0.00	
Scholarship	2,525.00	25.08	(2,499.92)	
School Store / Spirit Wear	11,000.00	9,743.60	(1,256.40)	
Senior Activities	14,950.00	11,967.55	(2,982.45)	
Spanish Hon. Soc. (Restricted)	100.00	0.00	(100.00)	
Staff Appreciation (Hospitality)	5,500.00	4,914.97	(585.03)	
Student Assistance (Restricted)	159.86	0.00	(159.86)	
Student Group Grants	2,000.00	1,000.00	(1,000.00)	
Teacher Grant	10,000.00	8,210.31	(1,789.69)	
Teacher of the Year/Banquet	350.00	319.44	(30.56)	
Web Page	400.00	239.88	(160.12)	
Total Expenses	97,464.54	58,367.45	(22,557.09)	

GHHS PTSA Annual Report:

Fiscal Year: 2018 - 2019
 Local PTA Name: Green Hope High School PTSA
 City: Cary, NC
 IRS Number: 56-2151502
 District & Council: 3 ; Wake

Date Prepared: 7/27/2019

ACTUAL RECEIPTS

Class T-Shirts	\$ 5,490.00
Digital Sign Donations	\$ 2,840.50
Membership	\$ 5,504.54
No Fuss Fundraising	\$ 1,042.71
School Store / Spirit Wear	\$ 13,983.54
Principal's Discretionary Fund From Current Year	\$ 500.00
Senior Activities	\$ 6,984.05

Total Income from all Sources \$ 36,345.34

2018 Carry Forward Funds	\$ 24,828.15
Digital sign Donations income previous year	\$ 6,705.89

Total Funds brought Forward from Previous Year \$ 31,534.04

TOTAL RECEIPTS \$ 67,879.38

ACTUAL EXPENDITURES

Academic & Student Recognition	\$ 1,995.04
Bank & Accounting Charges	\$ 466.95
Class T-Shirts	\$ 4,026.17
Digital Sign Expense	\$ 2,460.00
Health & Safety - Streetsafe/VIP	\$ 484.83
Health & Safety - Student Services (Prevention Services)	\$ 1,101.96
Insurance	\$ 325.00
Membership	\$ 923.76
Principal's Discretionary Fund From Prior Year (Restricted Donation)	\$ 137.91
Reflections	\$ 25.00
Scholarship	\$ 25.08
School Store / Spirit Wear	\$ 9,743.60
Senior Activities	\$ 11,967.55
Staff Appreciation (Hospitality)	\$ 4,914.97
Student Group Grants	\$ 1,000.00
Teacher Grant	\$ 8,210.31
Teacher of the Year/Banquet	\$ 319.44
Web Page	\$ 239.88

TOTAL EXPENDITURES \$ 48,367.45

Amount Remaining for Next Year: \$ 19,511.93

RECEIPTS NOT BELONGING TO LOCAL PTA

State & National PTA Dues (570 members at \$4)	\$ 2,280.00
--	-------------

TOTAL \$ 2,280.00

DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA

Dues sent to State PTA office:	\$ 2,280.00
--------------------------------	-------------

TOTAL \$ 2,280.00

Local PTA Name: Green Hope High School PTSA
Council: Wake

Date: 7/27/2019
District: 3

Balance on Hand (date of last review):	\$	31,534.04
Receipts (from last review to date of current review):	\$	36,345.34
Total Cash:	\$	67,879.38
Disbursements (from last audit to date of current review):	\$	48,367.45
Balance on Hand (date of current review):	\$	19,511.93
Latest Bank Statement Balance: (as of 6/29/2019)	\$	29,471.37
Checks Outstanding:		
Check # 5350	\$	239.88
Total Checks Outstanding	\$	239.88
Balance in Checking Account:	\$	29,231.49