

GHHS PTSA Annual Report:

Fiscal Year: 2015-2016 Date Prepared: 7/4/2016
 Local PTA Name: Green Hope High School PTSA
 City: Cary, NC
 IRS Number: 56-2151502
 District & Council: 3 ; Wake

ACTUAL RECEIPTS

Class T-Shirts	\$ 6,315.00
Donations & Misc. Income	\$ 2,388.25
Membership	\$ 11,971.43
No Fuss Fundraising	\$ 9,968.06
School Store / Spirit Wear	\$ 14,233.09
Senlor Activities	\$ 16,544.05
Total Income from all Sources	\$ 61,419.88
2015 Carry Forward Funds	\$ 29,040.91
Uncleared checks from Prior Year	\$ -
Principal's Discretionary Fund from Prior Year	\$ 500.00
Spanish Hon. Soc. Previous Years (Restricted)	\$ 600.39
Student Assist. Previous Years (Restricted)	\$ 843.14
Total Funds brought Forward from Previous Year	\$ 30,984.44
TOTAL RECEIPTS	\$ <u>92,404.32</u>

ACTUAL EXPENDITURES

Academic Recognition	\$ 2,514.11
Campus Pride	\$ 6,539.10
Class Activities - New Student Orientation	\$ 200.11
Class T-Shirts	\$ 3,982.51
Copy Expense	\$ 96.83
Council Dues	\$ 50.00
Health & Safety - Falcon Night (Junior/Senior)	\$ 2,667.93
Health & Safety - Streetsafe	\$ 1,272.58
Health & Safety - Student Services (Prevention Services)	\$ 435.41
Insurance	\$ 325.00
Membership	\$ 1,682.91
Postage and Supplies	\$ 136.38
Principal's Discretionary Fund From Prior Year	\$ 353.09
Reflections	\$ 25.00
Scholarship	\$ 2,518.45
School Store / Spirit Wear	\$ 9,199.71
Senior Activities	\$ 9,805.77
Spanish Hon. Soc. (Restricted)	\$ 117.64
Staff Appreciation	\$ 4,318.76
Student Assistance (Restricted)	\$ 393.62
Student Group Grants	\$ 1,134.13
Teacher Grants	\$ 12,935.35
Teacher of the Year / Banquet	\$ 323.53
Web Page	\$ 342.14

TOTAL EXPENDITURES \$ 61,370.06

Amount Remaining for Next Year: \$ 31,034.26

RECEIPTS NOT BELONGING TO LOCAL PT/

State & National PTA Dues (818 members at \$4) \$ 3,272.00

TOTAL \$ 3,272.00

DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA

Dues sent to State PTA office: \$ 3,272.00

TOTAL \$ 3,272.00

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
✓		All 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 on 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)

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

Date Review Completed: ^{mms} 7/7/2016

- By:
- 1) Mary Gurd
 - 2) Le W Saice
 - 3) Nell B

Balance on Hand \$ ³⁰⁴ 206.73

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.

Local PTA Name: Green Hope High PTSA Date: 7/7/2016
 Council: Wake District: 3

Balance on Hand (date of last review):	\$ 30,984.44
Receipts (from last review to date of current review):	\$ 61,419.88
Total Cash:	\$ 92,404.32
Disbursements (from last audit to date of current review):	\$ 61,370.06
Balance on Hand (date of current review):	\$ 31,034.26
Latest Bank Statement Balance:	\$ 34,206.73
Checks Outstanding:	
Check # 4754	\$ 2,027.40
Check # 4762	\$ 66.07
Check # 4764	\$ 21.35
Check # 4768	\$ 500.00
Check # 4769	\$ 500.00
Check # 4771	\$ 57.65
Total Checks Outstanding	\$ 3,172.47
Balance in Checking Account:	\$ 31,034.26

We have examined the books of the Green Hope High PTSA and find them to be (check one below):

Correct.

Incomplete.

Incorrect.

Substantially correct with the following adjustments:

Date Review Completed: 7/7/2016

Reviewers' Signatures:
Mary Grundner
Null
L W Sayce