

General Audit Requirements - READ CAREFULLY GATHER ALL MATERIALS BEFORE COMPLETING THE AUDIT

Purpose: To meet the Florida PTA and IRS audit compliance requirement as stated in the Local Unit Bylaws, Article VII, Section 5, which reads in part:

"The treasurer's accounts shall be examined annually by an auditor or an audit committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Executive Board shall appoint the audit committee. The committee's report shall be given at the next regular meeting after the audit is completed."

- **Auditors of the PTA books must be current PTA Members and CANNOT be signers on the bank account or have managed PTA funds for fundraisers, deposits, etc., during the period being audited. President and Treasurer shall not serve on the audit committee.**
- The Executive Board shall select an **audit committee of (3) three members or hire a Professional auditor/ CPA.**
- The PTA/PTSA Treasurer shall organize and submit to the auditor(s) all financial records and forms after the end of the fiscal period, June 30, each year. *(See Page 1 for financial records required.)*
- The local unit **cannot conduct any financial transactions** until the audit is completed and submitted to Florida PTA.
- The completed audit must be presented to the members at the first general membership meeting the following fiscal year. It is presented to the membership for informational purposes only.

To remain in Good Standing, submit a copy of the annual audit financial report to Florida PTA as specified in the bylaws Article IV Basic Policies, item i -

"The annual financial audit review must be completed and a copy sent to the Florida PTA State Office by August 31st each year."

Upload on: The Givebacks site under: **Compliance - Enter Submissions - Audit Financial Reviews**

Email to: AUDIT@FloridaPTA.org

FAX to: 407-270-9577

Mail a copy to: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809

All PTA/PTSA units must file (1) one IRS Form 990 by November 15th:

The three-year average gross receipts will determine the correct IRS Form 990 to file.

-If the gross receipts are **less than \$50,000**, File the IRS Form **990N Postcard**

-If the gross receipts are **between \$50,000 and \$200,000**, File the IRS Form **990EZ**

-If the gross receipts are **more than \$200,000**, File the IRS Form 990 *(Florida PTA Recommends hiring a CPA)*

- **This audit must be completed before filing the IRS 990.**
- **Please provide a completed copy of this audit to the person preparing your IRS Form 990. You may file the IRS 990 as soon as the audit has been completed and submitted to Florida PTA.**
- **Do not wait for Florida PTA to confirm or approve the audit before you file the IRS 990.**

Audit COMMITTEE - READ CAREFULLY

Audit Review Form Instructions

- Use the revised 6-2024 audit form to complete the audit review for the fiscal year July 1, 2023 through June 30, 2024.

Audit Review Form Page 1 Instructions

- Complete the entire first section of the audit review form.
- Do not leave any spaces blank.
- To locate the local Unit ID number: <https://member.pta.org/Run-Your-PTA/Find-a-PTA>
- Fill in the **full PTA/PTSA name and county** in which you are located.

Section A.

- Review the documents provided to you.
- Only mark the boxes of those documents you received. (*Each unit has their own record keeping process and not all boxes will be marked.*)
- All units must carry current PTA insurance. If you do not see the insurance documents, please contact the local unit's Treasurer to request them. Be sure to list the expiration date for the policy.

Financial Review:

- Florida PTA has created an excel spreadsheet to help calculate the financial portion of the audit. You can download this sheet from the Florida PTA website Floridapta.org/forms.
- **Line 1.** From the previous year's audit, use the ending balance from line 5. If you do not have the previous year's audit, use the beginning balance of the July 1st bank statement.
- **Line 2.** Write the Total annual income for the entire year on line 2.
Calculate **ALL** income from **ALL** sources on **ALL** statements, for each month.
This means any income that was deposited into any account must be included in this calculation. Even if funds were transferred from one account to another and looks like double income, that is OK. The audit is simply informational and should match the income that is being reported on the statements.
- **Line 3.** Add the beginning years balance from line 1 to the total annual income on line 2 and enter that number on line 3.
- **Line 4.** Write the Total annual expenses for the entire year on line 4.
Calculate **ALL** expenses, from **ALL** sources, on **ALL** statements, for each month. The expenses must also include the total amount of any Outstanding checks!
This means all expenses that were debited or withdrawn, and checks that haven't been cashed, from all accounts must be included in this calculation. Even if funds were transferred from one account to another, or if funds were withdrawn for a "change/cash box" and then deposited after.
- **Line 5.** Subtract line 4 from line 3 to calculate the total amount of funds left in the PTA account. Please note: line 5 should match the total ending balance of all accounts. If they do not match, review the information from the accounts for errors or contact the Treasurer to verify all funds have been deposited and all outstanding checks are still outstanding or voided.
- **Line 6.** Combine the ending balance of all accounts and write the total on line 6.
- **Line 7.** Write the total amount of ALL outstanding checks on this line.
- **Line 8.** Subtract line 7 from line 6 and enter the amount on line 8.

Reconciled accounts?

- If Lines 5 and 8 match, you can enter the outstanding check information below and continue to page 2 of the audit.
- If Lines 5 and 8 **do not match**, you must re-check outstanding check and deposit amounts and ensure the accuracy of the financial account balance.

Audit Review Form Page 2 Instructions

- Answer all three (3) questions to determine which 990 is required to be filed by November 15th.
- Once complete, move on to Section B.

Section B.

- **Choose either Yes, No, or N/A for questions 1-17.**
- **For Question 18:** Fill in the blanks: Write the number of members the local unit currently has on the 1st line. Then fill in the number of members' dues that were paid to Florida PTA. Then answer **yes** or **no**, do they match? If they do not match, please notify the local unit's Treasurer immediately.
- If you selected **NO** for any of the questions on lines 1-18, please include a separate sheet with "**audit findings**" and choose one of the 3 choices below.
- Please note: There is no right or wrong way to complete the audit findings and recommendations report.
- Please mark the box and include a copy of the audit findings with the audit report.
- Please mark the box and include a copy of the June 30th bank statement with the audit for our records.

Original Signatures are Required!

- **ALL 3** audit committee members **MUST print and sign** their names to certify they completed the audit.
- **NO Electronic Signatures.**
- Once complete, email a copy to audit@floridapta.org.
- Give the original audit form to the local unit's current President, Treasurer, or Secretary.