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### AUDIT REPORT

Date September 9, 2018 Fiscal Year 7/1/2017-6/30/2018  
 Name of Unit Alderwood PTA IRS EI Number 33-0296057  
 Council Irvine Unified Council District PTA Fourth  
 Bank Name Chase Account # 1804819704  
 Bank Address 6375 Quail Hill Parkway City/Zip Irvine, CA 92603

Dates covered by this audit 1/1/2018 - 6/30/2018

Check numbers reviewed in this audit 2339 - 2414

BALANCE ON HAND at time of last audit <u>12/31/2017</u> (date)	\$	<u>54,147.97</u>
RECEIPTS since last audit	\$	<u>108,675.21</u>
	TOTAL	\$ <u>162,823.18</u>
DISBURSEMENTS since last audit	\$	<u>129,985.60</u>
BALANCE ON HAND <u>6/30/2018</u> (date)	\$	<u>32,837.58</u> *

**BANK RECONCILIATION**

Last BANK STATEMENT balance 6/29/2018 (date) \$ 33,106.48

DEPOSITS not yet credited (add to balance) \$ 0.00

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CHECKS OUTSTANDING** (List check number and amount)

# 2412 \$ 259.35 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL outstanding checks (subtract from balance) \$ 259.35

BALANCE in checking account 6/29/2018 (date) \$ 32,847.13 \*

\*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Alderwood Elementary  
PTA/PTSA and find them

- correct
- substantially correct with the following recommendations - **Off by \$9.55, less than 0.3%**
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed 9/9/2018

Executive Board Adopted 9/11/2018

Association Adopted \_\_\_\_\_

Auditor's Signature Joy Lin

Auditor's Printed Name Joy Lin

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.  
A separate audit form must be completed for each bank account.



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### AUDIT REPORT

Date September 9, 2018 Fiscal Year 7/1/2017-6/30/2018  
 Name of Unit Alderwood PTA IRS EI Number 33-0296057  
 Council Irvine Unified Council District PTA Fourth  
 Bank Name Chase (Stripe Account) Account # 3263929925  
 Bank Address 6375 Quail Hill Parkway City/Zip Irvine, 92603

Dates covered by this audit 1/1/2018 - 6/30/2018  
 Check numbers reviewed in this audit n/a

BALANCE ON HAND at time of last audit <u>12/31/2017</u> (date)	\$	<u>8,829.86</u>
RECEIPTS since last audit	\$	<u>77,731.74</u>
	<b>TOTAL</b>	\$ <u>86,561.60</u>
DISBURSEMENTS since last audit	\$	<u>66,354.82</u>
BALANCE ON HAND <u>6/30/2018</u> (date)	\$	<u>20,206.78</u> *

**BANK RECONCILIATION**

Last BANK STATEMENT balance 6/29/2018 (date) \$ 20,206.78  
 DEPOSITS not yet credited (add to balance) \$ 0.00  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

CHECKS OUTSTANDING (List check number and amount)  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL outstanding checks (subtract from balance) \$ 0.00  
 BALANCE in checking account 6/29/2018 (date) \$ 20,206.78 \*

\*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Alderwood Elementary PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed September 9, 2018  
 Executive Board Adopted 9/11/2018  
 Association Adopted \_\_\_\_\_  
 Auditor's Signature Joy Lin  
 Auditor's Printed Name Joy Lin

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

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