

September 3, 2009

FINAL

To: Audubon PTSA Board

From: Linda Hall, Treasurer

Re: Prior Year Annual Report

**June 30, 2009 Records (end of fiscal Year)**

The attached accounting records have been reconciled to the June 30, 2009 bank statements.

	Amount	as of:
Balance on Hand: per check register	\$ 28,115.05	6/30/2009
Balance on Hand: Money Market	\$ 24,726.49	6/30/2009
Subtotal:	<u>\$ 52,841.54</u>	
Less: Designated Unspent Surplus Monies	\$ (3,065.35)	6/30/2009
Less: Board Designated Operating Reserves	\$ (8,462.50)	25% of current year's budget per 5-15-08 Board Meeting
	<u>\$ 41,313.69</u>	total cash available without restrictions
Undesignated Surplus Account	\$ 1,889.45	FY 09 Started with \$15,000 per 5-15-08 Board Meeting/balance remaining to be allocated
Designated Surplus dollars spent	\$ 10,045.20	
Balance on Hand: Restricted	\$ -	released from restriction

**Income:** The PTSA completed the year with a positive net income of \$15,665

**Expenses:** A line-item review of the expenses reflects consistent expenses below and very close to budget. The exception is in areas where expenses increased to match an increase in associated revenue.

**Release of Restricted Funds:** The membership voted in June to release restricted playground funds to allocate toward the purchase of playground tables and exterior artwork.

**Surplus:** Of the \$15,000 allocated by the board during May 2008 to ensure we had adequate cash to carry out summer and first month activities and meet our prior commitments, \$13,111 was designated. Of that, \$10,045 was spent. Since the Treasurer was not made aware of any of those encumbrances that needed to carry forward, remaining balances will be released to be reallocated as needed.

**Annual Financial Review:**

The Financial Review Committee consisting of 2 prior (Nancy Low and Victoria Clark) and 1 current (Mindy Lincicome) board members (none of which had signature authority on the accounts) met on August 5 to examine the financial records, and complete the financial review checklist. President Roy Captain was present as was Linda Hall, Treasurer, for reference. The signed checklist is attached to this report. The committee made the following recommendations/observations:

**1) Deposit procedures need to be clearly and regularly communicated to all committee chairs and not just the Vice Presidents.**

Follow up taken: The updated treasurer guidelines distributed to board members were modified to emphasize the importance of the Treasurer meeting in advance with anyone handling money. Throughout the year, rather just at the beginning, the Treasurer will be more proactive about communicating with people who are known to be handling money.

**2) Per Standing Rules, all binding agreements are supposed to have 2 signatures (one of which is the president). Since the Treasure does not keep records of all binding agreements, this requirement could not be confirmed.**

Follow up taken: This item is still pending.

**3) The Treasure did not possess a legal documents notebook nor could she point to where one currently exists. This needs to be clarified.**

Follow up taken: This item is still pending.

**4) The final list of PTSA needed to be obtained from Membership and kept within the Treasures' records.**

Follow up taken: This item has been completed. A list of members (without contact information) is filed with the annual financial records.

**5) The year end bank reconciliation had not yet been completed since the Treasurer had not received the June 30 bank records yet.**

Follow up taken: This item has been completed.

**Important Deadlines:**

Update Banking Signature Authorizations – COMPLETED IN AUGUST

Carry out review of financial records by August 15 –COMPLETED AUGUST 5

**Outstanding Money-Related Items:**

- 2) Policy related to use and access of PTSA safe – ~~targeting June, NEW TARGET OF AUGUST;~~ ANOTHER NEW TARGET OF OCTOBER BOARD MEETING
- 3) Written procedures and guidance around use and processing of credit cards –~~TARGET OF AUGUST;~~ NEW TARGET OF OCTOBER BOARD MEETING
- 4) Written procedures and guidance for the use and accounting for cash for the “till” –IN PROCESS
- 5) UPDATED Budgeting process and schedule – IN PROCESS IN TIME FOR SEPT 10 BOARD MEETING
- 6) Request to set up the PTSA so that donations can be provided on line via Pay Pal –~~TARGET OF AUGUST;~~ NEW TARGET OF OCTOBER BOARD MEETING