

Requestor \_\_\_\_\_

Date \_\_\_\_\_

Check payable to \_\_\_\_\_

Address if check to be mailed \_\_\_\_\_

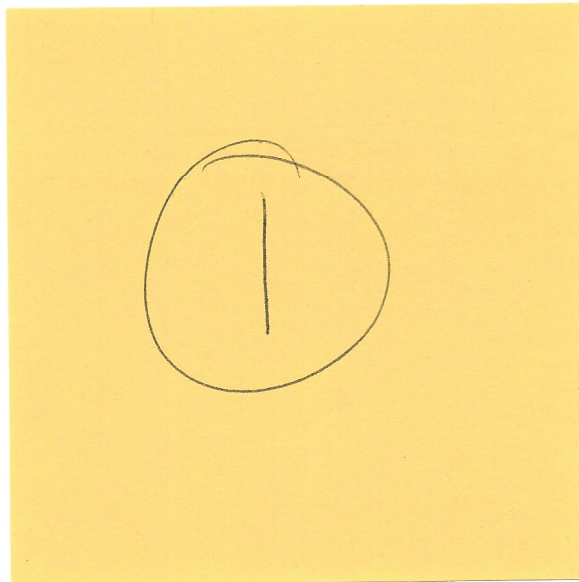
Advance: YES  NO

AMOUNT	BUDGET ACCOUNT	ITEM (attach receipts)
\$		
\$		
\$		
\$		
\$		
\$		
\$		
<b>TOTAL</b>	<i>Brought forward \$</i>	<i>Credit \$</i>
\$		<i>Carried Forward \$</i>

President \_\_\_\_\_

Recording Secretary \_\_\_\_\_

*White Copy (Treasurer) Yellow Copy (Financial Secretary) Pink Copy (Chairman)*



Maple

PTA/PTSA Payment Authorization

Check No. 1907

Requestor Judy Briggs

Date 2/5/2021

Check payable to Judy Briggs

Address if check to be mailed N/A

Advance: YES  NO

AMOUNT	BUDGET ACCOUNT	ITEM (attach receipts)
\$ 100.00	100	HSA certificates
\$ 50.00	200	Spring fundraiser supplies
\$		
\$		
\$		
\$		
<b>TOTAL</b>	<i>Brought forward \$</i>	<i>Credit \$</i>
\$ 150.00		<i>Carried Forward \$</i>

President Jane Doe

Recording Secretary John Doe

White Copy (Treasurer) Yellow Copy (Financial Secretary) Pink Copy (Chairman)

Unit P.A. - July 2018

Attached - original receipts, invoices, etc.



Activity \_\_\_\_\_

Date \_\_\_\_\_

**COINS**

**CURRENCY**

**CHECKS** *Attach additional pages if needed.*

_____ X \$1 = \$ _____	_____ X \$1 = \$ _____	# _____ \$ _____	# _____ \$ _____
_____ X 50¢ = \$ _____	_____ X \$2 = \$ _____	# _____ \$ _____	# _____ \$ _____
_____ X 25¢ = \$ _____	_____ X \$5 = \$ _____	# _____ \$ _____	# _____ \$ _____
_____ X 10¢ = \$ _____	_____ X \$10 = \$ _____	# _____ \$ _____	# _____ \$ _____
_____ X 5¢ = \$ _____	_____ X \$20 = \$ _____	# _____ \$ _____	# _____ \$ _____
_____ X 1¢ = \$ _____	_____ X \$50 = \$ _____	# _____ \$ _____	# _____ \$ _____
<b>TOTAL \$</b> _____	_____ X \$100 = \$ _____	# _____ \$ _____	# _____ \$ _____
	<b>TOTAL \$</b> _____	# _____ \$ _____	# _____ \$ _____
		# _____ \$ _____	# _____ \$ _____
		# _____ \$ _____	# _____ \$ _____

**TOTAL CASH \$** \_\_\_\_\_  
**CHECKS \$** \_\_\_\_\_  
**GRAND TOTAL \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

Membership Dues # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Donations \$ \_\_\_\_\_

The above listed money has been counted & placed in the sealed envelope by:

**Signature (1)** \_\_\_\_\_  
**Signature (2)** \_\_\_\_\_

**Received by** \_\_\_\_\_  
*Financial Secretary*  
**Date** \_\_\_\_\_

*White Copy (Treasurer) Yellow Copy (Financial Secretary) Pink Copy (Chairman)*





Maple

PTA/PTSA Cash Verification Form

Receipt No. 10

Activity Spring Fundraiser @200

Date 2/5/2021

COINS

~~\_\_\_\_\_ X \$1 = \$ \_\_\_\_\_~~  
~~\_\_\_\_\_ X 50¢ = \$ \_\_\_\_\_~~  
~~\_\_\_\_\_ X 25¢ = \$ \_\_\_\_\_~~  
~~\_\_\_\_\_ X 10¢ = \$ \_\_\_\_\_~~  
~~\_\_\_\_\_ X 5¢ = \$ \_\_\_\_\_~~  
~~\_\_\_\_\_ X 1¢ = \$ \_\_\_\_\_~~

TOTAL \$ 0

CURRENCY

100 X \$1 = \$ 100.-  
 \_\_\_\_\_ X \$2 = \$ \_\_\_\_\_  
 \_\_\_\_\_ X \$5 = \$ \_\_\_\_\_  
 \_\_\_\_\_ X \$10 = \$ \_\_\_\_\_  
 5 X \$20 = \$ 100.-  
 \_\_\_\_\_ X \$50 = \$ \_\_\_\_\_

TOTAL \$ 200.-

CHECKS Attach additional pages if needed.

# 101 \$ 50.00 # \_\_\_\_\_ \$ \_\_\_\_\_  
 # 233 \$ 25.00 # \_\_\_\_\_ \$ \_\_\_\_\_  
 # 150 \$ 25.00 # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ 100.-

TOTAL CASH \$ 200.00

CHECKS \$ 100.00

GRAND TOTAL \$ 300.00

Membership Dues # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Donations \$ \_\_\_\_\_

The above listed money has been counted & placed in the sealed envelope by:

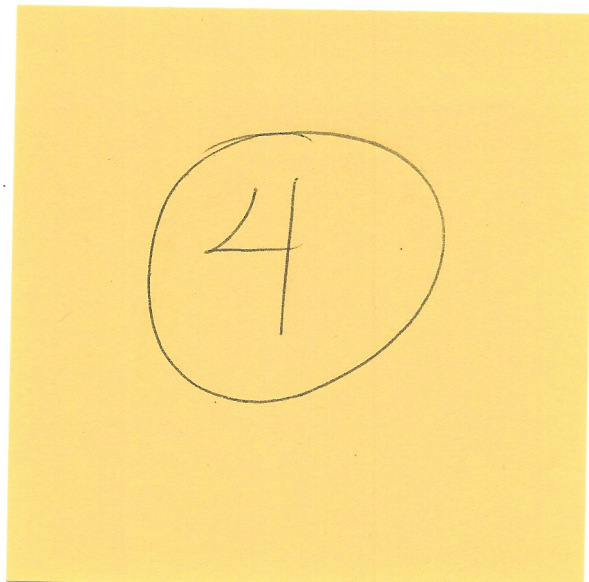
Signature (1) Jane Doe

Signature (2) John Doe

Received by J. Tomanec

Date 2/8/2021 Financial Secretary

White Copy (Treasurer) Yellow Copy (Financial Secretary) Pink Copy (Chairman)



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# Treasurer's Report

From July 1, 2020 to December 31, 2020

Date	Type	Number	Description	Amount	Totals
<b>One West Bank</b>					
Balance On Hand 7/1/2020					\$ 18,380.01
<b>Deposited Income</b>					
07/27/2020	DEPOSIT		Totem Deposit	\$ 22.00	
08/31/2020	DEPOSIT		Totem PTA Membership Deposit ACH	82.45	
09/25/2020	DEPOSIT		ACH TOTEM Membership Deposit	1,342.05	
10/26/2020	DEPOSIT		ACH Totem Membership deposit	106.65	
11/25/2020	DEPOSIT		ACH Totem Deposit on 11/25	4.00	
				TOTAL	\$ 1,557.15
<b>Voided Checks</b>					
11/09/2020	VOID CHECK			\$ 4,000.00	
				TOTAL	\$ 4,000.00
<b>Total Deposits</b>					<b>\$ 5,557.15</b>
<b>Checks</b>					
09/09/2020	CHECK	1885		\$ 99.00	
09/09/2020	CHECK	1886		28.50	
09/09/2020	CHECK	1887		35.86	
10/07/2020	CHECK	1888		258.00	
10/07/2020	CHECK	1889		328.50	
10/07/2020	CHECK	1890		27.04	
10/16/2020	CHECK	1891		100.00	
10/29/2020	CHECK	1892		125.00	
11/02/2020	CHECK	1893		25.00	
11/04/2020	CHECK	1894		6.95	
11/09/2020	CHECK	1895		4,000.00	
11/09/2020	CHECK	1896		200.00	
11/10/2020	CHECK	1897		4,000.00	
12/08/2020	CHECK	1898		233.50	
12/08/2020	CHECK	1899		15.00	
12/08/2020	CHECK	1900		48.04	
12/14/2020	CHECK	1901		200.00	
12/14/2020	CHECK	1902		134.54	
12/14/2020	CHECK	1903		200.00	
12/17/2020	CHECK	1904		166.86	
				TOTAL	\$ 10,231.79
<b>Total Disbursements</b>					<b>\$ 10,231.79</b>
Balance On Hand 12/31/2020					\$ 13,705.37



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### AUDIT REPORT

Date January 26, 2021 Fiscal Year 20-21  
 Name of Unit Madrona Middle School PTSA IRS EIN 90-1234567  
 Council Torrance District PTA 33rd  
 Bank Name One West Bank Account Name #1988  
 Bank Address 3422 W. Carson St. City/Zip Torrance, 90503  
 Membership Dues Per Bylaws \$ 8.00  
 Total Members YTD 100 E-Members YTD 20

Dates covered by this audit July 1, 2020 to December 31, 2020

Check numbers reviewed in this audit 1885 to 1904

**BALANCE ON HAND** at date of last audit 6/30/20 (date) \$ 18,380.01  
**RECEIPTS** since last audit \$ 5,557.15  
**DISBURSEMENTS** since last audit **TOTAL** \$ 23,937.16  
 \$ (10,231.79)  
**BALANCE ON HAND** as of 12/31/20 (date) \$ 13,705.37 \*

#### BANK RECONCILIATION

**BANK STATEMENT BALANCE** as of 12/31/20 (date) \$ 13,868.26  
**DEPOSITS** not yet credited (add to balance) \$ 0  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### UNCLEARED CHECKS (List check number and amount)

#1772 \$54.74 #1869 \$66.11 #1890 \$27.04  
 #1899 \$15.00 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** uncleared checks (subtract from balance) \$ 162.89  
**BALANCE** in checking account as of 12/31/20 (date) \$ 13,705.37 \*  
 \*These lines must balance

Read the following when the auditor's report is given: I have examined the financial records of the treasurer of Madrona Middle School PTSA PTA/PTSA and find them:

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

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

Date Audit Completed January 26, 2021 Date Audit Reviewed by Committee January 26, 2021

Date Executive Board Adopted \_\_\_\_\_ Date Association Adopted \_\_\_\_\_

Auditor's Signature \_\_\_\_\_ Auditor's Printed Name Judy Briggs

Review Committee Signature(s) \_\_\_\_\_

(Copies to: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copies of tax filings to copies provided to next level PTA.)