

### Local Unit Audit Report

An audit for Short Pump Elementary School PTA/PTSA, on record with EIN, 23-7419384 was completed on 8/21/12 by (Auditor or committee) Tom McNally. The audit was presented to the Short Pump Elementary PTA/PTSA board on \_\_\_\_\_ and adopted by the general membership on \_\_\_\_\_. The audit period was from 7/1/2011 to 6/30/2012. The date of the last audit was \_\_\_\_\_. A form 990-N, (990-EZ) or 990 (circle one) was filed as a result of total receipts for the reporting year.

Council Membership: \_\_\_\_\_ District: \_\_\_\_\_

Signed: Shawn Morrison  
 President  
 AM phone number: (804) 287-1284  
 PM phone number: (804) 539-8841  
 Email: Smorrison@richmond.edu

Signed: [Signature]  
 Treasurer

#### AUDITOR or AUDIT COMMITTEE:

- The records of the treasurer of Short Pump Elementary School PTA/PTSA are correct.
- The records of the treasurer of \_\_\_\_\_ PTA/PTSA were found to be inadequate to complete the audit after attempting to locate missing records. Please see attached comments.

|   |  |
|---|--|
| <p><b>Auditor:</b></p> <p>Signed: <u>[Signature]</u></p> <p>Printed Name: <u>Thomas R McNally</u></p> <p>Organization: _____</p> <p>Address: <u>3828 Thamesford Way</u><br/> <u>Henrico VA 23233</u></p> <p>Phone number: <u>804 747 9789</u></p> | <p><b>Audit Committee:</b></p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Chair</p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Member</p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Member</p> |
|---|--|

**Short Pump Elementary PTA  
Audit Report  
FY 2011-2012**

**EIN: 23-7419384**

**Summary from Records:**

|                                   |                  |
|-----------------------------------|------------------|
| Balance on Hand 6/30/11           | 24,432.89        |
| Total Receipts for the year:      | 42,100.57        |
| Total Disbursements for the year: | <u>56,523.12</u> |
| Ending Balance 6/30/12            | <u>10,010.34</u> |

**Bank Reconciliation**

|                                  |                  |
|----------------------------------|------------------|
| Date of last bank statement      | 6/30/2012        |
| Ending Balance on Bank Statement | 11,641.66        |
| Add: Deposits in transit         | 6/30/2012 130.30 |

|                |               |
|----------------|---------------|
| Total Deposits | <u>130.30</u> |
|----------------|---------------|

**Less: Outstanding Checks**

|               |      |        |
|---------------|------|--------|
| Check Numbers | 2457 | 39.82  |
|               | 2495 | 41.00  |
|               | 2505 | 9.00   |
|               | 2525 | 87.44  |
|               | 2539 | 26.00  |
|               | 2544 | 11.55  |
|               | 2556 | 104.18 |
|               | 2579 | 100.00 |
|               | 2567 | 98.33  |
|               | 2573 | 87.83  |
|               | 2587 | 74.75  |
|               | 2583 | 73.06  |
|               | 2582 | 68.50  |
|               | 2571 | 66.35  |
|               | 2562 | 65.86  |
|               | 2564 | 53.87  |
|               | 2580 | 49.57  |
|               | 2572 | 46.72  |
|               | 2568 | 39.93  |
|               | 2570 | 31.70  |
|               | 2574 | 30.09  |
|               | 2565 | 28.93  |
|               | 2581 | 12.95  |
|               | 2555 | 12.59  |
|               | 2584 | 10.16  |
|               | 2566 | 6.00   |
|               | 2585 | 5.22   |
|               | 2589 | 248.00 |
|               | 2588 | 168.00 |
|               | 2591 | 55.00  |
|               | 2590 | 9.22   |

|           |                 |
|-----------|-----------------|
| Total O/S | <u>1,761.62</u> |
|-----------|-----------------|

|                               |                  |
|-------------------------------|------------------|
| Reconciled Balance in Account | <u>10,010.34</u> |
|-------------------------------|------------------|

I have examined the books of the Treasurer of the Short Pump Elementary School PTA and find them to be correct.

Auditor's Signature:



Date Completed:

8/28/12