

PLC AT MDCPS PTA AUDIT COMMITTEE
AUDIT REPORT FOR SCHOOL YEAR 2011-2012

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April 24, 2012

Jordan Levin
PTA President
PLC at MDCPS PTA
1500 Biscayne Blvd
Suite 101
Miami, FL 33132

Re: Audit Committee
Audit Report for School Year 2011-12

Dear Ms. Jordan:

The Audit Committee, consisting of Karon Coleman, Aileen Fan and Laura Seminario reviewed the following documents in support of this Audit Report for Fiscal Year 2011-2012: Bylaws; minutes of all meetings, except minutes of the March 2012 meeting; financial statements housed in PLC QuickBooks; South Florida Educational Federal Credit Union online account; deposit slips, checkbook, request vouchers and receipts. None of the Audit Committee members were officers of the PLC at MDCPS PTA for Fiscal Year 2011-2012 nor did they have check signing authority or any access to the PTA's bank account, check book or other monies of the PTA.

I. BACKGROUND

The PLC at MDCPS PTA (hereinafter "PTA") was incorporated on September 24, 2009. According to the Bylaws, the fiscal year runs from July 1 to June 30. The audit review for the school year 2011-2012 was completed on April 19, 2012.

The officers installed were Jordan Levin, President; Natacha Janssens, Vice President; Alice Raval, Vice President; Michelle Hoyos, Treasurer; and Sandra Seals, Secretary.

A federal Employer Identification Number (EIN) was obtained as well as a state sales tax exemption. General liability insurance was purchased. State and National PTA dues were submitted.

An official budget was adopted at the October 25, 2011 meeting. The minutes reflect that a financial report was given at each general meeting of the PTA. The primary

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sources of income/revenue were: PTA memberships; after care enrichment program; potluck picnic; flea market; school supplies sales; school uniform shirts; and donations. The purposes for which the money was expended were:

- A. State and national PTA dues; general liability insurance; copying; QuickBooks; and miscellaneous expenses related to after care enrichment program; and
- B. Salaries for aftercare enrichment teachers (karate, dance, chorus, physical education, French); "think-outside-the-box" grants for PLC teachers; in-class libraries grants for PLC teachers; Sunshine Fund/scholarships for enrichment programs; and support of PLC special events.

II. CONCLUSIONS

A. Bank Account. The bank account at the South Florida Educational Federal Credit Union had a balance of \$1,138.44 as of May 1, 2011. However, there was an outstanding check of \$1,000 for an actual balance of \$138.44. As of April 19, 2012 the account balance had increased to \$9,106.16.

B. Checkbook. The PTA maintained a check book that had sequential checks. The checkbook receipts did not allow for confirmation that each check had two signatures as required in the bylaws. It is noted that the previous audit recommended that copies of all checks be kept to document compliance with the two signature requirement. This practice was begun at some point during the fiscal year. The check copies that were reviewed did substantiate that two signatures were obtained.

C. Revenue. We reviewed the PLC Quickbook documentation as well as documentation supporting revenue and expenditures. We concur that as of April 19, 2012, the gross revenue generated for the year was \$30,975 and the costs and expenses were \$28,161.19 for a net income of \$2,814.17. There was a discrepancy reconciliation of \$10.62 for total revenue of \$2,804.04.

However, we wanted to make note of a few matters.

1. Three customers for uniform shirts were charged sales tax. It was not necessary to charge tax to these customers because the PTA paid sales tax at the time of purchase. It is recommended that these three customers be contacted to determine if they would like the amount collected for taxes returned or if they would like to make a donation.

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2. Two checks that were submitted to the PTA for the purchase of uniform shirts -- one for \$4 and one for \$9 -- were not cashed because there were insufficient funds.
3. A payment for after care enrichment in the sum of \$150 was unaccounted for. The customer indicated that payment had been made in cash to the PTA box. Despite diligent efforts, this payment could not be located.
4. A check for \$102.90 from Box Tops Education was unable to be deposited because it was made out to Miami-Dade Cty PS Primary Learning instead of the PTA. Efforts to have the check re-issued in the name of the PTA are being pursued.

D. Recommendations from the 2010-11 Audit Committee. The 2010-11 Audit Committee recommended that: "...a copy of the actual check be kept to document compliance with the bylaws requirement. It encourages the PTA to adopt a budget for Fiscal Year 2011-12, to make expenditures consistent with the budget throughout the year, to pass a budget prior to July 1, 2011 to allow for expenses/expenditures over the summer months, and to provide written financial reports at every PTA meeting." (emphasis in the original).

These recommendations were substantially complied with: copies of actual checks began to be maintained at some point during the fiscal year; a budget was adopted, although on October 25, 2011 and not prior to July 1, 2011; the PTA membership did approve a motion authorizing expenses/expenditures over the summer 2011; and written reports began to be provided at PTA meetings at some point during the fiscal year.

III. RECOMMENDATIONS

The Audit Committee congratulates the PTA and its leadership for creating a budget, raising gross revenue of \$30,975, providing grants and financial support to the PLC and its teachers and for organizing, documenting and accounting for its finances and operations.

This Audit Committee makes the following recommendations:

- A. It was difficult to track the revenues and expenditures against the budget. The financial reports should track revenues and expenditures in the same manner that these revenues and expenditures are defined in the budget, perhaps even creating a financial report that lists the amount budgeted and the actual amount for each revenue and expenditure. This would make it easier to determine if the PTA is acting in accordance with its budget.

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B. It is recommended that a section be added to the aftercare enrichment registration for that allows for the PTA official who accepts the registration to document on the registration receipt of payment, including a place for that PTA official to initial.

C. Finally, it is recommended that the relationship between the PTA and the various aftercare enrichment teachers be formalized in writing by way of a contract, letter agreement, etc setting out the basic terms of compensation, scope of services to be provided, length of commitment, etc.

Submitted by,



Karon Coleman



Aileen Fan



Laura Seminario