



To: Building Principal

From: Nancy Iverson, Controller

Subject: Audits Performed by School Related Organizations

Board Policy 3422 requires an annual audit by any school related organization (PTO, PTA, Booster club, etc.) that maintains their own set of books. A committee of at least three (3) persons that did not have signature authority for bank accounts should perform the audit. The audit work does not have to be completed by a professional accountant. During the audit, the committee should determine if all expenditures have supporting receipts and approved by the organization. In addition, deposits should reflect all income for the organization. Audits are to be completed and submitted annually to the Accounting office by July 31.

Attached is a form that may be used by any of the organizations affected. The form should be considered a master from which copies can be made. Please share this form and the instructions noted above with the organization. If an organization changes how their finances are handled (into or out of the activity fund) or a new group is formed, please notify the Accounting office (316-973-4659).

If you or members of the organization have questions, please contact Clerical Support at [clericalsupport@usd259.net](mailto:clericalsupport@usd259.net) or call Susan McFerrin, Clerical Support Lead (316-973-4659) or Tammy Brittain, Clerical Support (316-973-4784).

# SCHOOL RELATED ORGANIZATION AUDIT REPORT

School \_\_\_\_\_

Audit Period \_\_\_\_\_

Name of Organization \_\_\_\_\_

Balance on Hand (date of last audit/per ledger) \$ \_\_\_\_\_

Add Receipts (from last audit to date of audit) \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Less: Disbursements (from last audit to date of audit) \_\_\_\_\_

\*Balance on Hand (date of audit/per ledger) \$ \_\_\_\_\_

Bank Balance per Bank Statement (date of audit) \$ \_\_\_\_\_

Outstanding Deposits \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

## Outstanding Checks:

List per check number & amount

Check

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Less: Total of Outstanding Checks \_\_\_\_\_

\*Balance recorded in check book \$ \_\_\_\_\_

(\*Should balance to same amount.)

## **Audit Instructions:**

The books are to be reviewed by three individuals – not to include the treasurer or other signers on the bank account(s) for the audited year. The Audit Committee is to consider that the receipts are adequate backup for the expenditures and deposits reflect reasonable income for activities.

I have examined the books of the treasurer of \_\_\_\_\_ and  
Organization Name

find them to be correct.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Return to Nancy Iverson, Controller, 903 S. Edgemoor, 67218 (U.S. Mail) or AMAC Building, (Interschool Mail) by July 31 (each year).