



NJPTA Audit Packet ~ 2015-2016 Fiscal Year

PTA Name: _____ Local Unit: _____

PTA FINANCIAL REVIEW/AUDIT REPORT

This Audit report is due by October 15th

It is strongly recommended to complete this report as soon after the end of the fiscal year.

PTA Name:	Local Unit #:	County:
EIN #:	Charities Registration #:	
PTA President:		
Email Address:		
PTA President's signature:		
PTA Treasurer:		
Email Address:		
PTA Treasurer's signature:		
<i>If previous President and Treasurer are available, they should complete the above information. If not, the current President and Treasurer should complete the above information.</i>		

Audit Instructions:

Treasurer: Fill out page 2 of this audit report completely. Pay close attention to the instructions. In order to complete the audit, please provide the following information to the audit committee:

previous audit	checkbook stubs	income vouchers
bank statements	treasurer's reports	check vouchers
check register	budget	

Audit Committee: After the treasurer completes the Audit Report (pg.2) please complete the Audit Checklist (pg. 3). **Please remember ~ audit committee members cannot have been signers on the account(s) during the audit period and the PTA President cannot be a member of the Audit Committee.** Then complete the information below:

Date Audit was performed:	
Date Audit will be presented to Board of Directors:	
Date Audit will be adopted by General Membership:	
Auditor's Signature:	Date:
* If Audit is completed by an accountant, only the accountant's signature is required. *	
Audit Committee Chairperson:	
Signature:	Date:



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PTA Name: _____ Local Unit: _____

Audit Committee Member:	
Signature:	Date:
Audit Committee Member:	
Signature:	Date:

After completion, please mail completed audit packet to: NJPTA, Attn: Audits, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619 or fax to: 609.587.0500

To be completed by the Treasurer **prior** to turning over the books for audit.

Date of Audit:	Local Unit #:
Name of PTA:	County:
EIN #:	Charities Reg. #:

PER CHECK REGISTER

1	Beginning Balance <i>(must match ending balance from previous year's audit)</i>	
2	Total Income/Receipts	
3	Add line 1 and line 2	
4	Total Expenses/Disbursements	
5	Ending Balance <i>(must match check register balance at the end of this fiscal year)</i>	

PER BANK STATEMENTS

6	Ending balance ~ June 2015 bank statement			
7	Outstanding checks (if necessary, use additional sheet)			
	Check #	Payable to:	Amount:	



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	Outstanding Check Total:			
	Subtract Outstanding Checks Total			
8	Balance on Hand <i>(must match line 5 above)</i>			

AUDIT COMMITTEE CHECKLIST

Does the PTA have its IRS Employer Identification Number (EIN)? _____ Yes _____ No
 # _____ - _____

Does the PTA have liability and bonding insurance? _____ Yes _____ No

INCOME

Was all of the income properly allocated and categorized in accordance with the budget? _____ Yes _____ No

EXPENDITURES

Were all expenditures properly allocated and categorized in accordance with the budget? _____ Yes _____ No

Is there a proper bill or voucher for each expenditure? _____ Yes _____ No

Was each expenditure a part of the budget? _____ Yes _____ No

GOVERNMENT REQUIREMENTS

Did the PTA file either a 990N, 990EZ or 990 with the IRS? _____ Yes _____ No

Did the PTA file a CRI-200 or CRI-300 Form with the State of New Jersey? _____ Yes _____ No

Did the PTA file a NJ Annual Report (if incorporated) _____ Yes _____ No



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CHECKS/BANKING

- Were all checks properly signed by authorized PTA officers? Yes No
- Are all checks sequentially numbered? Yes No
- Are all checks accounted for? Yes No
- Were all bank statements properly reconciled by the treasurer on a monthly basis? Yes No

BUDGET/REPORTS

- Is there an approved motion in the minutes for the budget? Yes No
- Did the treasurer submit regular written financial reports? Yes No
- Were the financial records maintained in an orderly manner? Yes No

EXPLAIN ALL "NO" REPONSES:

IRS 990 and NJ CRI Filing Verification Form
This form is due to the NJPTA by December 1st

The purpose of this form is to verify that your PTA's tax exempt status is intact with the IRS and the State of New Jersey.

Which IRS 990 form should you file?

All PTAs must file with the IRS a form 990N (electronic filing), a form 990EZ or a form 990 annually. These various 990 forms are due to the IRS by November 15th. See information below to determine which form 990 you should file:

- 990N ~ File the 990N if your gross receipts were between \$0 and \$50,000
- 990EZ ~ File the 990EZ if your gross receipts were between \$50,000 and \$200,000
- 990 ~ File the 990 if your gross receipts were over \$200,000



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Which CRI form should you file?

If your PTA is registered as a charitable organization in the State of New Jersey, you need to file a CRI form.

CRI200 ~ File and pay fee if your gross receipts were under \$25,000

CRI300r ~ File and pay fee if your gross receipts were \$25,000 or more

Instructions:

Make a copy of the completed 990 and CRI forms to keep for your PTA's permanent file. Complete the information below:

PTA Name:		Local #:
EIN#:	Charities Reg. #:	
990 form filed:	Charities form filed:	
Submitted by:		
PTA Position:	Email:	

Once you have completed the appropriate 990 and CRI (if applicable) make a copy of the first page of each return and submit, along with this completed page, to the NJPTA office:

NJPTA, Attn: Audits, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619