



NJPTA Audit Report for the 2016-2017 Fiscal Year
(Audit period is July 1, 2016 – June 30, 2017)
This audit report is due by October 15, 2017

PTA Name _____		Local# _____	
EIN# _____		NJ CRI# _____ (New Jersey Charitable Registration ID#)	
Current PTA President (print) _____			
Email address _____			
PTA President's signature _____			
Current PTA Treasurer (print) _____			
Email address _____			
PTA Treasurer's signature _____			

Audit Committee Instructions – *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. In order to complete this audit, the treasurer must provide the following items:

1. the previous year's audit
2. all of the bank statements for this audit period
3. the check register(s) and the checkbook(s)
4. the budget and all of the treasurer's reports
5. all income vouchers and check vouchers (with receipts) for this audit period
6. all federal and state filings for the previous audit period.

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 _____
OR if done by Audit Committee (at least 3 signatures required):	
Audit Committee Chairperson (print) _____	
Signature _____	Date _____
Audit Committee Member (print) _____	
Signature _____	Date _____
Audit Committee Member (print) _____	
Signature _____	Date _____

Complete all pages of this form, include all attachments and mail to:
NJPTA, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619
or Fax to: 609-587-0500

NJPTA 2016-2017 Audit Report - Due by October 15, 2017

PTA Name		Local#	
Date of Audit		Dues charged per member - \$	
PER CHECK REGISTER			
1	Beginning Balance (must match register balance as of July 1, 2016 and Balance on Hand from line 8 of your 2015-2016 audit)		
2	Total Income per register		
3			Add line 1 and line 2
4	Total Expenses per register		Subtract line 4
5	Balance on Hand (must match register balance as of June 30, 2017)		
PER BANK			
6	Ending balance June 2017 bank statement		
	<i>Outstanding Checks (use additional sheet of paper if necessary):</i>		
	Check#	Payable to:	Amount
	Outstanding Check Total:		
7	Subtract Outstanding Check Total		
	<i>Outstanding Deposits:</i>		
	Source of Deposit		Amount
	Outstanding Deposit Total:		
8	Add Outstanding Deposit Total		
9	Balance on Hand (must match line 5)		
10	Are there any unpaid bills?	If so, list total here:	

After completion of the audit, answer the questions below.

If you have any questions, please email the NJPTA treasurer at treasurer@njpta.org.

1. Was all income and expenditure properly allocated according to the budget? YES NO
2. Were there receipts for every check voucher? YES NO
3. Were all checks sequentially numbered and accounted for? YES NO
4. Were all checks signed by two authorized signers? YES NO
5. Did this PTA file either a 990N or 990ez with the IRS for the prior tax year? YES NO
6. Did this PTA file either a CRI200 or CRI300r with the State of New Jersey? YES NO
7. Did this PTA file their NJ Annual Report? (necessary only if incorporated) YES NO
8. Were the records found to be in order and correct? YES NO
9. Did this PTA owe any money to anyone at the end of this audit period? YES NO

If you checked 'NO' for any question above, please provide explanation here:

IRS 990 and NJ CRI Filing Verification Form
This form is due to NJPTA by October 15th



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 990ez or a 990 annually. These various 990 forms are due to the IRS by November 15. See information below to determine which form 990 you should file.

IRS 990N – File the 990N if your gross receipts were between \$0 and \$50,000

IRS 990ez – File the 990ez if your gross receipts were between \$50,000 and \$200,000

IRS 990 – File the 990 if your gross receipts were over \$200,000

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

The CRI form, along with applicable fee, is due to the State of New Jersey by December 1st.

- **File the NJ CRI200 and pay fee if your gross receipts were under \$25,000**
- **File the NJ CRI300r and pay fee if your gross receipts were \$25,000 or more**

INSTRUCTIONS

- **Make a copy of the completed IRS 990 and or NJ CRI forms and keep for your PTA's permanent file.**
- **Complete the information below:**

PTA Name _____ **Local#** _____

Submitted by _____

PTA Position _____ **Email** _____

IMPORTANT !

 **Once you have completed the appropriate 990 and CRI, make a copy of the first page of the 990 form and the first page of the CRI form and submit, along with this completed page, to the NJPTA office:**

NJPTA, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619

(If you have filed the electronic 990N, submit a copy of the IRS e-filing confirmation receipt. Retain a copy of that confirmation receipt for your permanent file.)