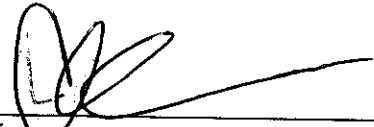


New Jersey PTA
Fiscal Year 2013 – 2014 Local PTA Audit Report
Tuscan School PTA



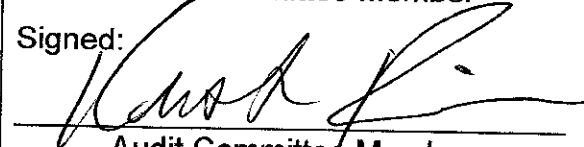
An audit for _____ PTA/PTSA/SEPTA, with
Local Unit Number 1917100-0342 in Essex County
on record with EIN, 23-7215634 was completed on 2/3/15 by (Auditor or
committee) Internal Audit Committee. The audit was presented to the
Tuscan School PTA PTA/PTSA board on 2/3/15 and
adopted by the general membership on _____. The audit period was
from 8/1/13 to 7/31/14. The date of the last audit was
1/13/14. A form Form 990-EZ was filed as a result
of total receipts and expenses for the reporting year.

Signed: _____
President
Email: beth.brock@gmail.com

Signed: 
Treasurer
Email: caitlin.bohlman@gmail.com

AUDITOR or AUDIT COMMITTEE:

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

| | |
|---|---|
| Auditor: Signed: _____ Printed Name: _____ Organization: _____ Address: _____ Phone number: _____ | Audit Committee: Signed:  Audit Committee Chair Signed:  Audit Committee Member Signed:  Audit Committee Member (May not be a signer on checking account) |
|---|---|

Audit Report for: Tuscan School PTA EIN: 23-7215634
 2013 - 12

Per Member Dues for 2014 (year) _____ (amount)

The following audit information is submitted to the New Jersey PTA as the annual audit of this association.

| | | |
|---|---|---------------|
| 1. Beginning Balance | | \$ 33,294.16 |
| 2. Receipts | <i>Total of all receipts and credits.</i> | \$ 164,058.31 |
| 3. Add line 1 and line 2: | | \$ 197,352.47 |
| 4. Expenses | <i>Total of all checks written and debits</i> | \$ 132,387.12 |
| 5. Subtract line 4 from line 3 for "BALANCE ON HAND" <i>(Should match check register)</i> | | \$ 64,965.35 |

OUTSTANDING CHECKS AND DEPOSITS:

| | | |
|--|-------------------------------|--------------|
| 6. Balance on Last Bank Statement: | | \$ 65,794.50 |
| Outstanding Checks: | | |
| Check # | Payable to: | Amount |
| 3543 | Rutgers, The State University | 300.00 |
| 3808 | Mary Brown | 270.37 |
| 3809 | Mary Brown | 189.91 |
| 3830 | Randall Grant | 29.96 |
| 3833 | Mary Brown | 38.91 |
| TOTAL OUTSTANDING CHECKS: | | \$829.15 |
| 7. Subtract total for Outstanding Checks from Line 6. | | \$ 64,965.35 |
| Outstanding Deposits | | |
| Source of Deposit | | Amount |
| | | |
| | | |
| TOTAL OUTSTANDING DEPOSITS: | | \$0 |
| 8. Add total Outstanding Deposits to Line 7. | | \$ 64,965.35 |
| 9. Enter amount in line 8 to verify "BALANCE ON HAND" <i>Should match check register and amount in Line 5.</i> | | \$ 64,965.35 |

Auditor or Audit Committee Comments:

The auditor or audit committee may include any comments, recommendations or concerns in this section or attach separately to the audit report for consideration by the incoming treasurer and/or local PTA board.

Instructions for Completing the Local PTA Audit Report

This format is not intended for electronic fill-in. If you prefer to fill in the report from your computer, download the electronic version from the FINANCE section at www.njpta.org.

Cover Sheet Instructions:

The cover sheet is required. Fill in all information above the line.

1. Enter the name of your local unit, include PTA or PTSA or SEPTA.
2. Enter your Local PTA Number and County.
3. Enter your Employee Identification Number (EIN)
4. Enter the date of the audit and who performed the audit. Enter only the auditor name or if an auditing committee was used, simply insert 'auditing committee'.
5. Enter the name of your local PTA, the date presented to the PTA board and the date adopted by the general membership. The audit **MUST** be adopted by your membership at a general meeting.
6. Enter the beginning and end date of your audit period.
7. Enter the date of the last audit.
8. Enter the President's contact information
9. If you used an AUDITOR, enter their printed name, organization/company, address and phone number. The auditor will sign the final report. If you used an audit committee, have the committee members sign the final report.
10. Have the auditor or auditing committee chairman check the appropriate box to state the audit is correct or that the records are inadequate to complete an audit after every attempt to account for missing records. If the records are inadequate, the auditor or auditing committee must include in the comments a list of what is missing and recommendations on how to prepare for the next audit.
11. Make sure you have all signatures. Send the report to:

New Jersey PTA
Attention: Audits
8 Quakerbridge Plaza, Suite F
Mercerville, NJ 08619

Report Instructions:

Provide the amount for each line. If the number of outstanding checks exceeds the space available, annotate in the last space for checks, 'continued on a separate piece of page', however make sure the total in last line is the total for all checks. If the number of outstanding deposits is greater than the number of space, do the same as for outstanding checks. Attach any separate sheets.

Line 9 should be the same as line 5.

Comments Instructions:

If the auditor or audit committee has recommendations, concerns or comments, please type in this space.

Questions? Email: treasurer@njpta.org or if email is unavailable, call 609-587-0100 for further assistance.