

PLC at MDCPS PTA

October 24, 2010

Corina S. Esquijarosa
PTA President
PLC at MDCPS PTA
1500 Biscayne Blvd
Suite 101
Miami, FL 33132

re: Audit Committee
Audit Report for School Year 2009-2010

Dear Ms. Esquijarosa:

The Audit Committee, consisting of Karon Coleman, Tia Harvey and Juliet Pinto reviewed the following documents in support of this Audit Report for Fiscal Year 2009-2010: Bylaws; minutes of all meetings; financial statements; Transaction History of PLC at MDCPS PTA bank account at the South Florida Educational Federal Credit Union; Deposit History of PLC at MDCPS PTA bank account at the South Florida Educational Federal Credit Union; check request vouchers and receipts from Papa John's Pizza. We did not have access to the check book or cancelled checks. None of the Audit Committee members were officers of the PLC at MDCPS PTA for Fiscal Year 2009-2010 nor did they have check signing authority or any access to the PTA's bank account, check book or other monies of the PTA.

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. Because the PTA only formed on September 24, 2009, we considered the fiscal year to begin September 24, 2009 through June 30, 2009 for purposes of this audit review.

The officers installed were Corina Esquijarosa, President; Jacquelyn White, Vice President; Erick Bouza, Vice President; Tiara Cottle, Treasurer; and Laura Seminario, 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.

While it does not appear that an official budget was adopted, we were able to glean from the minutes of the five meetings held throughout the year (September 24, 2009, October 20, 2009, December 17, 2009, February 4, 2010, May 13, 2010) the primary sources of income/revenue and the intended purposes/expenditures. The

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primary sources of income/revenue were: PTA memberships; the weekly pizza slice fundraiser; DVD sales of holiday show; and donations. The purposes for which the money was expended were: 1. operational expenditures of general supplies (copy paper, glue, markers, letterhead logo, stamp), state and national PTA dues, and general liability insurance; and 2. support of student programming and opportunities including after school rewards program; Literature parade; digital photo frame; bus transportation for field trips; goody bags for holiday show; Valentine's Day event; and Mother's Day cake decorating.

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The minutes also reflected that a financial report was given at each meeting.

CONCLUSIONS

The bank account at the South Florida Educational Federal Credit Union was opened on October 8, 2001 with a deposit of \$75. The account had \$229.95 on June 30, 2010, the last day of the fiscal year. The PTA maintained a check book that had sequential checks. We were unable to account for a few of the sequential checks in the transactional history of the account: #121, 127, 134, 139, 143, 153, 159.

The bylaws require the signature of two officers on each check and the minutes of September 24, 2010 reflect the intent to adhere to that requirement. Because we did not have access to the check book or cancelled checks, we will assume that this practice was adhered to.

We reviewed the School Year 2009-2010 Financial Statement. We concur that the revenue generated for the year was \$6819.20 and the expenditures paid for by end of the Fiscal Year (June 30, 2010) totaled \$6632.89, leaving a balance of \$186.31.

However, there were several unpaid bills in the amount of \$266 plus \$19 in credits, for a total of \$285 in outstanding obligations remaining at the end of the Fiscal Year. These outstanding obligations (\$285) exceed the balance remaining (\$186.31) which leaves a budget deficit of \$98.69 for 2009-2010 Fiscal Year. In addition, there was a donation of \$500 made on May 21, 2010 for the purposes of a peace pole or adoption of an eagle, flags, and end of the year party. Other than the \$75 expenditure for the end of year party and \$127 for the Harpy Eagle Adoption, there were no other expenditures that reflected the purpose of this donation.

RECOMMENDATIONS

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The Audit Committee recommends that the PTA to continue its healthy financial habits of having two signatures for every check issued, using check voucher requests and proof of expenditures for reimbursement and of providing a financial report at every PTA meeting. It encourages the PTA to adopt a budget for Fiscal Year 2010-11, to makes expenditures consistent with the budget throughout the year, to pass a budget prior to July 1, 2010 for Fiscal Year 2011-2012 to allow for expenses/expenditures over the summer months, and to provide written financial reports at every PTA meeting.

Submitted by,

Karon M. Coleman

Tia Harvey

Juliet Pinto