



## VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Little River Elementary PTA  
 PTA EIN Number 54-19830111

City: South Riding

### Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Sharolyn Paschal	Elizabeth Bush	Sara Wadlow
Address	25941 Flintonbriedge Drive South Riding, VA 20152	43628 Obrien Square South Riding, VA 20152	25811 Turlough Terrace South Riding, VA 20152
Email	sharolyn@littleriverpta.org	elizabeth@littleriver.org	sara@littleriver.org
Phone #	703-297-9696	703-618-5055	480-319-0287

Treasurer's Signature: Sharolyn Paschal

Digitally signed by Sharolyn Paschal  
Date: 2023.07.25 18:33:05 -0700

Date Records Turned Over: 7/26/23

### Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

<input checked="" type="checkbox"/> Copy of last Financial Review (July 1-June 30 previous year) Copies of any interim Financial Reviews that were conducted during the year (if applicable) <input checked="" type="checkbox"/> Copy of Transactions Register with running balance <input checked="" type="checkbox"/> Checkbook and unused checks <input checked="" type="checkbox"/> All Bank Statements <input checked="" type="checkbox"/> All Deposit Receipts/Records <input checked="" type="checkbox"/> Any Cash Counting Forms <input checked="" type="checkbox"/> All Check Request Forms with receipts/bills attached <input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses <input checked="" type="checkbox"/> Copy of Annual Financial Report	<input checked="" type="checkbox"/> All Monthly Treasurer's reports from PTA meetings <input checked="" type="checkbox"/> All Minutes of executive board and general membership meetings <input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments <input checked="" type="checkbox"/> Copy of Local Unit Uniform Bylaws with Completed Organizational Structure Form <input checked="" type="checkbox"/> Copy of filed IRS Form 990, 990EZ or 990N confirmation <input checked="" type="checkbox"/> Copy of insurance policy <input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable) <input checked="" type="checkbox"/> Copy of 501(c)3 determination letter from Virginia PTA
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Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were the bank statements reconciled monthly by a PTA member who is not an authorized signer?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all receipts and expenses recorded in the transactions register?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Did all checks written contain two signatures (President, Treasurer, or other officer / bank signatory)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do all check requests and expense authorizations have receipts/bills attached?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were there transaction authorizations for any payments made by debit card or electronic funds transfer (EFT)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all expenses recorded on the Treasurer's Reports and spent according to the approved budget?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received documented by the Treasurer, with two-person cash counting forms (if applicable)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received recorded on the Treasurer's Reports in the approved budget category?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the budget approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were any budget amendments approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the Treasurer prepare an Annual Financial Report, listing all receipts and expenses, as compared to the budgeted amounts?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA file the appropriate 990, 990EZ, or 990N?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA purchase insurance?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA remit state/national dues to Virginia PTA, \$3.75 per member? # of members recorded _____	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA pay dues to a council?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Was the financial review committee able to reconcile the PTA's account balances, as detailed on page 3?	<input checked="" type="radio"/> Yes	<input type="radio"/> No



**VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM**

FULL PTA/PTSA Name: Little River Elementary PTA City: South Riding  
 PTA EIN Number 54-1983011

Dates covered by this Financial Review: July 1-June 30

Check numbers covered by this review: Beginning check # 7002 Ending check # 7098

Are there any checks that are missing or not accounted for? No

- 1. **BEGINNING BALANCE as of July 1** (Ending Balance on June 30 of previous year) ..... \$ 24,469.21
- 2. **TOTAL RECEIPTS** (all income, deposits, and credits) ..... \$ 104,696.04
- 3. **TOTAL CASH ON HAND** (sum of Line 1 and Line 2) ..... \$ 129,165.25
- 4. **TOTAL EXPENSES** (all expenses, checks, and debits) ..... \$ 95,571.93
- 5. **ENDING BALANCE as of June 30** (subtract Line 4 from Line 3) ..... \$ 33,593.32
- 6. **BANK STATEMENT BALANCE as of June 30** ..... \$ 33,920.45
- 7. **OUTSTANDING CHECKS** (write total amount of outstanding checks) ..... \$ \$1,208.38

Check #	Recipient	Amount
7027	Tammie Meckel	\$94.50
7080	Elizabeth Bush	\$538.88
7098	Nayan Patel	\$575.00

- 8. **OUTSTANDING DEPOSITS** (write total amount of outstanding deposits) ..... \$ \$310.00

Date	Description of Deposit	Amount
July 30, 2023	Bounced Check/Resubmission	\$310.00

- 9. **ENDING BALANCE** (Subtract Line 7 from Line 6 and add Line 8) ..... \$ 33,021.62

**NOTE: Line 5 and Line 9 must be the same for the PTA accounts to be reconciled.  
 If Line 5 and Line 9 are not equal, please re-check outstanding checks and deposits.**





**VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM**

FULL PTA/PTSA Name: Little River Elementary PTA City: South Riding  
PTA EIN Number 54-1983011

Date Financial Review Completed 8/3/23

**PLEASE CHECK ONE:**



I (We) have reviewed the books and find them to be correct.



I (We) have reviewed the books and found problems and/or have suggestions that we have listed below.  
(such as inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

**Comments from the Review Committee or Auditor**

\* - Bank statements/reconciliations emailed to board monthly  
- 2 receipts missing: June 2023, all others accounted for

\_\_\_\_\_  
Reviewer Signature

Professional Auditor

Sara Wadlow

\_\_\_\_\_  
Printed Name of Reviewer

sara@littleriverpta.org

\_\_\_\_\_  
Reviewer's Phone Number or Email

\_\_\_\_\_  
Reviewer Signature

Mindy Trzcinski

\_\_\_\_\_  
Printed Name of Reviewer

president@loudounpta.org

\_\_\_\_\_  
Reviewer's Phone Number or Email

\_\_\_\_\_  
Reviewer Signature

Carrie Hanna

\_\_\_\_\_  
Printed Name of Reviewer

cvhanna@gmail.com

\_\_\_\_\_  
Reviewer's Phone Number or Email

As the incoming Treasurer and President, we accept this Financial Review. We will submit a copy of this completed review to Virginia PTA as directed on the instructions page. It will be presented to our PTA membership for adoption at the first meeting of the year.

Sara Wadlow

\_\_\_\_\_  
Secretary

Sharolyn Paschal

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date Received



# VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Little River Elementary PTA  
 PTA EIN Number 54-19830111

City: South Riding

## Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Sharolyn Paschal	Elizabeth Bush	Sara Wadlow
Address	25941 Flintonbridge Drive South Riding, VA 20152	43628 O'Brien Square South Riding, VA 20152	25811 Turlough Terrace South Riding, VA 20152
Email	sharolyn@littleriverpta.org	elizabeth@littleriver.org	sara@littleriver.org
Phone #	703-297-9696	703-618-5055	480-319-0287

Treasurer's Signature: Sharolyn Paschal

Digitally signed by Sharolyn Paschal  
Date: 2023.07.28 18:20:08 -0400

Date Records Turned Over: 7/26/23

## Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

<input checked="" type="checkbox"/> Copy of last Financial Review (July 1-June 30 previous year)	<input checked="" type="checkbox"/> All Monthly Treasurer's reports from PTA meetings
<input checked="" type="checkbox"/> Copies of any interim Financial Reviews that were conducted during the year (if applicable)	<input checked="" type="checkbox"/> All Minutes of executive board and general membership meetings
<input checked="" type="checkbox"/> Copy of Transactions Register with running balance	<input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments
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<input checked="" type="checkbox"/> All Bank Statements	<input checked="" type="checkbox"/> Copy of filed IRS Form 990, 990EZ or 990N confirmation
<input checked="" type="checkbox"/> All Deposit Receipts/Records	<input checked="" type="checkbox"/> Copy of insurance policy
<input checked="" type="checkbox"/> Any Cash Counting Forms	<input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable)
<input checked="" type="checkbox"/> All Check Request Forms with receipts/bills attached	<input checked="" type="checkbox"/> Copy of 501(c)3 determination letter from Virginia PTA
<input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses	
<input checked="" type="checkbox"/> Copy of Annual Financial Report	

Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Did the PTA purchase insurance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the PTA remit state/national dues to Virginia PTA, \$3.75 per member? # of members recorded <u>278</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the PTA pay dues to a council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the financial review committee able to reconcile the PTA's account balances, as detailed on page 3?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No





**VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM**

FULL PTA/PTSA Name: Little River Elementary PTA City: South Riding  
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**VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM**

FULL PTA/PTSA Name Little River Elementary PTA City South Riding  
PTA LIN Number 04 1983011

Date Financial Review Completed 8/8/2023

**PLEASE CHECK ONE:**

I (We) have reviewed the books and find them to be correct.

I (We) have reviewed the books and found problems and/or have suggestions that we have listed below.  
(such as inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

**Comments from the Review Committee or Auditor**

- A finance committee would be recommended to enhance budget oversight and reconciliation by those outside the board.

Sara Wadlow  
Reviewer Signature  
 Professional Auditor  
Sara Wadlow  
Printed Name of Reviewer  
sara@littleriverpta.org  
Reviewer's Phone Number or Email

Mindy Trzcinski  
Reviewer Signature  
Mindy Trzcinski  
Printed Name of Reviewer  
president@loudounpta.org  
Reviewer's Phone Number or Email

Carrie Hanna  
Reviewer Signature  
Carrie Hanna  
Printed Name of Reviewer  
cvhanna@gmail.com  
Reviewer's Phone Number or Email

As the incoming Treasurer and President, we accept this Financial Review. We will submit a copy of this completed review to Virginia PTA as directed on the instructions page. It will be presented to our PTA membership for adoption at the first meeting of the year.

Sara Wadlow Sara Wadlow  
Secretary

Sharolyn Paschal  
Treasurer

8/8/23  
Date Received