**Margaret Mead PTSA Mid Year Report**

To: Margaret Mead PTSA Board of Directors

From: Anna Putko, Auditor

Date: Tuesday, September 15, 2020

Re: Margaret Mead PTSA Mid Year audit covering July 1, 2019 through December 31, 2019

The Board of Directors is responsible for the financial well being of the PTSA. The Treasure is authorized custodian, elected by the members, to administer the funds of the PTSA on behalf of the membership and the Board of Directors. An audit has been conducted in accordance with the guidelines of the Washington State PTSA Money Matters. The scope of this audit covers the period starting July 1, 2019 through December 31, 2019.

The Mid Year audit (or financial review) involved an examination of the financial transactions of the Margaret Mead PTSA, and the procedures used to conduct those transactions.

### The Treasurer, Candice Murray, has maintained a well-organized and accurate account of the PTSA records.

The following were noted during the review:

* Control of online logins and passwords is not explained in the PTA’s standing rules (Checklist Section 2, 4a)
* PTA does not have written procedures regarding logins and passwords (Checklist Section 2, 4b)
* Check 7273 does not have a second signature on the reimbursement voucher

The following checks had not cleared the bank as of December 31, 2019:

* 6801 11/15/2017 $18.07
* 7031 05/07/2018 $252.53
* 7171 03/06/2019 $42.87
* 7172 03/06/2019 $19.95
* 7274 10/12/2019 $15.00
* 7291 11/07/2019 $115.16
* 7296 11/21/2019 $12.96

The following checks had not cleared the bank as of December 31, 2019 and were more than 6 months outstanding:

* 6801 11/15/2017 $18.07
* 7031 05/07/2018 $252.53
* 7171 03/06/2019 $42.87
* 7172 03/06/2019 $19.95

I would like to thank Alex Iorik and Irina Koltsova for their time in helping me with the audit. I would also like to thank Candice Murray and Molly Hylen for all their hard work and dedication to the PTSA. We found the books to be organized with all the information necessary for the review. They were available for any questions arising during the review and were very prompt with delivering additional information needed to conduct the review. Their many hours of work throughout the year along with all members of the Board of Directors has helped to ensure that the Mead PTSA can fund wonderful activities and provide supplies for students and staff at Margaret Mead Elementary.