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FINANCIAL REVIEW REPORT

Date January 21, 2024 Fiscal Year December 31, 2023
 Name of Unit Lakewood Elementary PTA IRS EIN 94-2541274
 Council OUT OF COUNCIL District PTA 8th
 Bank Name Bank of America Acct Name B of A
 Bank Address 1737 Oakdale Road City/Zip Modesto/95355
 Membership Dues Per Bylaws \$ 8 per person
 Total Members YTD 42-138 E-Members YTD 96

Dates covered by this review 07/01/2023 to 12/31/2023
 Check numbers included in this review 5744 to 5791

BALANCE ON HAND as of end of the last review period 06/30/23 (date) \$ 64,294.99
RECEIPTS since last review \$ 65,436.70
DISBURSEMENTS since last review \$ 129,731.69
BALANCE ON HAND as of 12/31/23 (date) \$ 36,034.16
TOTAL \$ 93,697.53 *

BANK RECONCILIATION
BANK STATEMENT BALANCE as of 12/31/23 (date) \$ 96,008.53
DEPOSITS not yet credited (add to balance) \$ _____
 \$ _____ \$ _____ \$ _____

UNCLEARED CHECKS (List check number and amount)
 #5749 \$150.00 #5765 \$185.25 #5773 \$189.00
 #5787 \$44.75 #5786 \$942.00 #5787 \$800.00

TOTAL uncleared checks (subtract from balance) \$ 2311.00
BALANCE in bank account as of 12/31/2023 (date) \$ 93,697.53 *
 *These lines must balance

Read the following when the financial reviewer's report is given: I have examined the financial records of the treasurer of Lakewood Elementary PTA/PTSA and find them:

- Correct with no recommendations.
- Correct with the attached recommendations.
- Substantially correct with the attached recommendations and findings.
- Partially correct. More adequate accounting procedures need to be followed so that a more thorough financial review report may be given.
- Incorrect

Attach separate report of explanation and recommendations to executive board.
 A separate financial review form must be completed for each bank account.

Date Financial Review Completed 1/21/24 Date Review Examined by Committee 2/6/24
 Date Executive Board Adopted 2/6/24 Date Association Adopted _____
 Financial Reviewer's Signature [Signature] Printed Name Lynae Ray
 Financial Reviewer is a qualified accountant? Yes No (If Yes, Financial Review Committee is not required.)
 Definition of qualified accountant can be found in the Insurance Guide.

Review Committee Signature(s) [Signatures]
 (Copies to: unit president, secretary, and treasurer;
 Upload a copy of the report and findings as one file to the document retention system)

IN THE MATTER OF

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FINANCIAL REVIEW CHECKLIST Unit Name

Lakewood Elementary PTA

Date 1/25/24

Table with columns: DESCRIPTION, YES, NO, N/A. Rows include sections like Financial Records Provided, Beginning Balance Records, Bank Reconciliation, Membership, Insurance, Minutes, Authorizations for Payment, Income, Financial Secretary Reports, Treasurer Reports, Committee Reports, Reporting Forms and Tax Returns, Financial Review Reports, and Financial Review Recommendations.



MEMORANDUM

DATE: January 26,2024

TO: Lakewood Elementary PTA executive Board

FROM: Lynae Ray

SUBJECT: Audit Report comments and notes for the period of July 1, 2023 and ending December 31,2023

After reviewing the PTA audit process updated as of December 2023, I have examined the financial records of the treasurer of the Lakewood Elementary PTA and find the records substantially correct with a few notes.

- A deposit slip for the date of 9/28/23 is missing the required second signature
- We owe the 8Th district for 3 more membership dues.
- Our insurance was paid late as of the date January 1/22/24

