

PTA ANNUAL AUDIT/FINANCIAL REVIEW FORM (Page 2 of 3)

Date of Audit (mm/dd/yyyy): 8/11/22 8 Digit Local PTA Unit ID

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FULL PTA/PTSA Name: Julia Landon College Prep PTSA County: Duval
 Audit Contact Person: MICHELE O'MALLEY PTA Position: PRESIDENT 2022-2023
 Street Address: 1366 GROSVENOR SQUARE DR
 City: JACKSONVILLE FL Zip: 32207
 Cell Phone: 706-202-3940 Home Phone: _____
 Email: MIBSMATHIS@MSN.COM
 Auditor/Audit Committee: Please complete Sections A and B. Audit Period Covered: July 1, 20 21 to June 30, 20 22

Section A

To the Audit Committee: Please check the boxes of the financial records provided to you from the Treasurer:

- Copy of last annual audit report (as of June 30 previous year)
- All Bank Statements (including PayPal, Stripe, Square, Venmo, CashApp, etc.)
- Checkbook register with running balance (handwritten, excel, QuickBooks, etc.) Checkbook
- Cancelled checks
- Copies of ALL credit card statements (if applicable) N/A
- All Deposit Receipts/Records
- All Cash Verification Forms and Receipts
- All Check Request Forms with receipts/bills attached
- Pre-Approval & Authorization Forms for credit, debit, and EFT expenses Receipts of bills paid or itemized statements
- Treasurer's Ledger Book (Excel Spreadsheet, QuickBooks, etc.)
- If any were conducted, copies of any interim audits that were conducted during the year N/A
- Treasurer's reports from ALL PTA/PTSA meetings including final general membership Annual Meeting
- Copy of Final Approved budget and all amendments (voted upon and approved by the membership at a general meeting)
- Minutes of all board, executive committee and association meetings.
- A current copy of "Annual Financial Review (PTA Audit)" from Florida PTA Kit of Materials, Section 3, Dollars and Sense
- Bylaws - Current copy of your bylaws, Stamped Approved by FPTA
- Filed copy of IRS Form 990, 990EZ or 990N "accepted" confirmation from previous tax year.

Section B

1. Does amount shown on first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of audit from previous annual audit? Y N
2. Were bank statements reconciled monthly by the treasurer? Y N
3. Were bank statements signed by another person not authorized to sign checks or related to a check signer? Y N
4. Did all checks written contain two signatures (President, Treasurer or other Elected Official / bank signatory)? Y N
5. Were all checks properly recorded in checkbook register, ledger and with treasurer reports? Y N
6. Were all bank charges and interest recorded in checkbook register, ledger and treasurer reports? Y N
7. Did the PTA purchase insurance? Y N
8. Were all check requests and reimbursement authorizations approved by the president or designee and contain receipts? Y N
9. Did the PTA get pre-approval for all payments made via electronic funds transfer (EFT), credit card, and/or debit card? Y N
10. Did the PTA Purchase or Receive Gift Cards/Gift Certificates? Y N
11. Were Gift Cards/Gift Certificates documented properly? (if applicable) Y N
12. Did the PTA use Cash Verification Forms or Cash Count Sheet? Y N
13. Were all funds received and counted by two persons and verified by the treasurer? Y N
14. Did funds received match deposits recorded in the checkbook register ledger and treasurer reports? Y N
15. Was income spent according to the approved/amended budget? Y N
16. Did the general membership meeting minutes also include budget approval? Y N
17. Did the general membership meeting minutes also include a motion and vote for approval of all budget amendments? Y N
18. 558 # of memberships sold 558 # of membership dues paid to the state - Do they match? Y N

Please contact and return the completed audit to the incoming Treasurer. Incoming Treasurer cannot write checks until audit is completed.

Outgoing Treasurer's Signature: Jami Bueker (treasurer 2021-2023) Date: 8/11/22
 Daytime Phone Number: (904) 333-6825 Email: jamibueker@gmail.com
 Incoming Treasurer's Name: Jami Bueker (2nd year) Date: 8/11/22
 Daytime Phone Number: (904) 333-6825 Email: jamibueker@gmail.com

PTA ANNUAL AUDIT/FINANCIAL REVIEW FORM (Page 3 of 3)

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PTA/PTSA Name: Julia Landon College Prep PTSA County: Duval

Dates covered by this Audit/Fiscal Year: July 1, 20 21 to June 30, 20 22

Check numbers covered by this audit: Beginning check # 3,725 Ending check # 3790

1. **BOOK BALANCE ON HAND** (as of last audit on June 30th of previous year).....\$ 8,866.57
2. **RECEIPTS/INCOME** received since last audit.....\$ 20,421.31
3. **TOTAL CASH** (add Line 1 and Line 2 together for Total Cash)\$ 29,287.88
4. **EXPENSES/DISBURSEMENTS** (must include outstanding checks).....\$ 19,413.81
5. **BOOK BALANCE ON HAND** as of June 30, 20 22 (subtract Line 4 from Line 3).....\$ 9,874.07 ★
6. **TOTAL ACCOUNT/BANK STATEMENT BALANCE** as of June 30, 20 22\$ 10,279.80
7. **OUTSTANDING CHECKS** (write total amount of outstanding checks).....\$ 405.73

Date of Check	Check #	Amount of Transaction
5/26/2022	3787	\$ 405.73

8. **Balance in Checking Account** (Subtract Line 7 from Line 6).....\$ 9,874.07 ★

★ **Reconciliation Note:** Line 5 and Line 8 must be the same to balance the PTA books to bank. If Line 5 and Line 8 are not equal, your audit report is not reconciled. Re-check outstanding checks and deposits.

If receipts reported on line 2 is greater than or equal to \$50,000, and your average gross receipts for the past (3) years are greater than \$50,000, YOU MUST COMPLETE THIS SECTION below to calculate the Gross Income and Total Expenses to be used on your IRS Form 990EZ or 990 (long form).

9. Total Members Paid for this Fiscal Year 558 x \$ 3.50 = (Payments made to FPTA) \$ 1,953.00
10. Subtract line 9 from line 2 to calculate **Gross Receipts used for IRS reporting on Form 990** \$ 18,468.31
11. Subtract line 9 from line 4 to calculate **Total Expenses used for IRS reporting on Form 990** \$ 17,460.81

This audit must be completed before filing the IRS 990. Please provide a copy of this audit to the person preparing your Form 990.

PLEASE CHECK ONE:

- I (We) have audited the books and find them to be correct.
- I (We) have audited the books and found the following problems and or/make these suggestions.
- I (We) have audited the books and found significant problems that must be reported to Florida PTA immediately for assistance.

AUDIT COMMENTS REQUIRED: If the audit committee finds missing funds, inadequate records, or if standard best practices and accounting procedures are not used, please attach detailed findings and recommendations.

I (We) have attached our findings/recommendations to this form.

Michelle O'Malley
Auditor 1 /Reviewer Signature

Katharine Hartland
Auditor 2 /Reviewer Signature

Gaige McManus
Auditor 3 /Reviewer Signature

MICHELE O'MALLEY
Printed Name Auditor 1/Reviewer

KATHARINE HARTLAND
Printed Name Auditor 2/Reviewer

Gaige McManus
Printed Name Auditor 3/Reviewer




X Katharine Sheel
Current President's Signature

[Signature]
Current Treasurer's Signature

8/11/22
Date

FLORIDA PTA COMPLIANCE: (1) A copy of the signed and dated Audit Report must be submitted to Florida PTA annually (2) ALL ORIGINAL SIGNATURES ARE REQUIRED ON PAGE 2 (Florida PTA does NOT accept electronic signatures.) (3) Once the appropriate 990 is filed with the IRS, on or before November 15, you are required to forward an "accepted" copy of the 990N or a complete signed and dated copy of the 990EZ or 990 Long Form to Florida PTA. Include copies of all 990EZ and 990 Schedules.

Managing Your Accounts

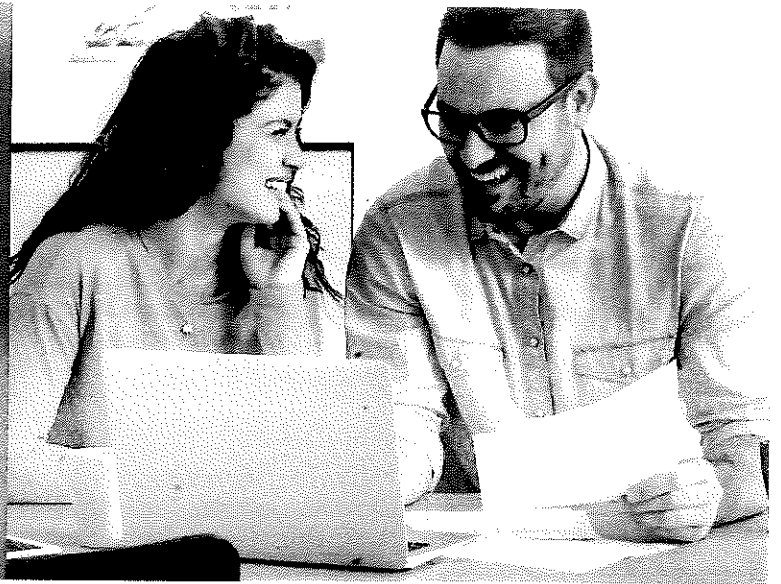
-  Customer Care (800) 277-2175
-  Mailing Address P.O. Box 9602
Winter Haven, FL 33883
-  Website SouthStateBank.com

JULIA LANDON COLLEGE PREPARATORY PTSA
1819 THACKER AVE
JACKSONVILLE FL 32207-3333

Welcome to Banking Forward.

Introducing new statements designed with you in mind to provide a clear summary of your account activity.

Member FDIC



Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS CHECKING I	XXXXXXXXXXXX3001	\$10,279.80

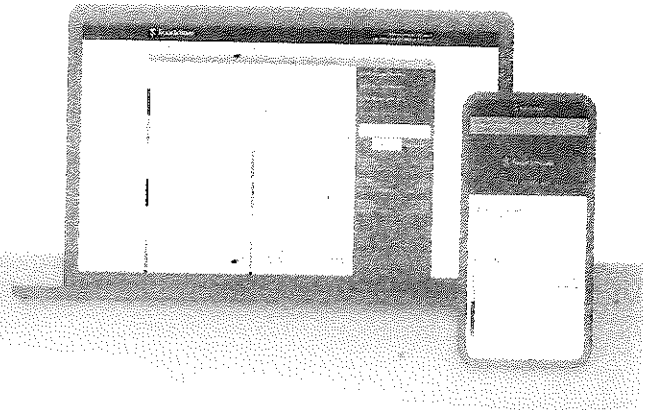
 

Access All of Your Accounts Instantly

ONLINE & MOBILE BANKING

Stay organized with our secure digital offerings.

- Manage Your Accounts
- Pay Bills Online
- Send Money to Friends
- Set Up Account Alerts
- Mobile Deposit Checks
- Instant Balance
- Face ID/Fingerprint Sign On
- Budget & Track Goals



Enroll online today at SouthStateBank.com/OnlineBanking or download our Mobile App to get started.

Internet service provider and/or message data rates may apply. Member FDIC.

BUSINESS CHECKING XXXXXXXXXXXXXXX3001

Account Summary

Date	Description	Amount
06/01/2022	Beginning Balance	\$11,200.00
	1 Credit(s) This Period	\$415.00
	6 Debit(s) This Period	\$1,335.20
06/30/2022	Ending Balance	\$10,279.80

Please be aware effective July 11, 2022, SouthState will no longer charge a fee to sweep funds from a linked checking, savings or money market account or line of credit to cover an overdraft. As a result, reference to the Overdraft Sweep Fee (per transfer) of \$12 will be removed from the Business Account Fee Schedule and the Courtesy Overdraft Privilege Business Account Disclosure.

Deposits

Date	Description	Amount
06/07/2022	DEPOSIT	\$415.00
		1 item(s) totaling \$415.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
3768	06/08/2022	\$25.61 ✓	3788*	06/13/2022	\$32.24 ✓
3785*	06/07/2022	\$58.70 ✓	3789	06/30/2022	\$24.99 ✓
3786	06/02/2022	\$873.26 ✓	3790	06/06/2022	\$320.40 ✓
				6 item(s) totaling \$1,335.20	

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
06/02/2022	\$10,326.74	06/07/2022	\$10,362.64
06/06/2022	\$10,006.34	06/08/2022	\$10,337.03
		06/13/2022	\$10,304.79
		06/30/2022	\$10,279.80

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3768
 06/08

4/24/2022

Pay to the order of Katherine Ridge \$ 25.00
 Twenty five and 00/100

SouthState

3768

#000003768 06/08 \$25.61

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3785
 06/07

5/24/2022

Pay to the order of Tara Padgett \$ 58.70
 Fifty eight and 70/100

SouthState

3785

#000003785 06/07 \$58.70

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3786
 06/02

5/24/2022

Pay to the order of Michelle Gambill \$ 873.26
 Eight hundred seventy three and 26/100

SouthState

3786

#000003786 06/02 \$873.26

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3768
 06/13

5/29/2022

Pay to the order of Katherine Ridge \$ 32.24
 Thirty two and 24/100

SouthState

3768

#000003788 06/13 \$32.24

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3783
 06/30

5/30/2022

Pay to the order of Francine Snell \$ 24.99
 Twenty four and 99/100

SouthState

3783

#000003789 06/30 \$24.99

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3780
 06/06

5/29/2022

Pay to the order of Ann Solomon \$ 320.40
 Three hundred twenty and 40/100

SouthState

3780

#000003790 06/06 \$320.40

JULIA LANDON COLLEGE PREP PTSA
 1819 THACKER AVE
 JACKSONVILLE, FL 32227

3785
 06/07

6/3/2022

415

SouthState

3785

#000000000 06/07 \$415.00



**DUVAL COUNTY PUBLIC SCHOOLS
OUTSIDE SCHOOL-RELATED ORGANIZATION ANNUAL AUDIT REPORT
(SCHOOL YEAR)**

2021-2022

School: Julia Landon College Prep School #31

ORGANIZATION NAME: Julia Landon College Prep PTSA **FEDERAL I.D. #:** 23-7109736

Beginning Book Balance (as of June 30 th of prior year):		\$	<u>8,866.57</u>
Total Receipts:	(+)	\$	<u>20,421.31</u>
Total Disbursements:	(-)	\$	<u>19,413.81</u>
Ending Book Balance (June 30 th):		\$	<u>9,874.07</u>
Outstanding Checks (Attach detailed list):	(+)	\$	<u>405.73</u>
Checking Account Balance (June 30 th): <i>per bank statement</i>		\$	<u>10,279.80</u>
Savings Account Balance (June 30 th): <i>per bank statement</i>		\$	<u>N/A</u>

This is to certify that the financial records of the Julia Landon College Prep PTSA (organization name) have been examined by the undersigned auditing committee or external auditor and that all disbursements were properly made and with the required authorization. The undersigned also certifies that the above ending bank balance is correct.

NOTE: This includes all cash accounts: Checking, Savings, Money markets, Certificates of Deposit, etc. Copies of the applicable Bank Statements are attached.

Date 8/11/2022

Committee members, please sign and print your name below.

/S/ <u>Michelle O'Malley</u>	/P/ <u>MICHELE O'MALLEY</u>
/S/ <u>Katharine Hartland</u>	/P/ <u>KATHARINE HARTLAND</u>
/S/ <u>Gage McManus</u>	/P/ <u>Gage McManus</u>
/S/ _____	/P/ _____

It is the recommendation of Internal Auditing that the Audit Committee be made up of a minimum of three members of the organization (excluding treasurer) or that the audit be conducted by an external auditor.

****Complete and give to the bookkeeper for processing****

Revised 04.23.2019

PTSA

Julia Landon College Prep and Leadership Development School

Reimbursement / Check Request Form

Check No.: 3787
Date: 5/26/22
Amount: \$ 405.73
(for Treasurer Use Only)

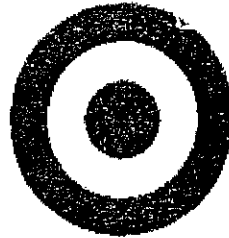
Check Payable to: Megan Schutte
Address: 4135 Dover Road
Jax, FL 32207
Telephone #: 314 791 0067

<u>Committee / Budget Area</u>	<u>Activity / Reason / Description</u>	<u>Amount</u>
<u>8th grade events</u>	<u>7th grade dance: Desserts</u>	<u>21.94</u> ✓
<u>" " "</u>	<u>" " " "</u>	<u>34.93</u> ✓
<u>" " "</u>	<u>" " " "</u>	<u>45.52</u> ✓
all school	MEMORANDUM	[REDACTED]
<u>" " "</u>	<u>7th grade dance: Extra Sandwiches</u>	<u>150.98</u> ✓
<u>" " "</u>	<u>7th grade dance: Table Rental</u>	<u>152.86</u> ✓

Total Amount Requested: \$ 405.73

All receipts / invoices must be attached for reimbursement to you or payment to vendor.
Multiple receipts from different retailers/vendors can be written on the same form.
Please number your receipts and list them in order above.

Signature (PTSA Board Member Submitting Form): Megan Schutte
Signature (PTSA Approved Check Signer): [Signature]
Signature (PTSA Approved Check Signer): F. Shell



Jacksonville St Johns - 904-596-0020
 4567 River City Dr
 Jacksonville, Florida 32246-7411
 05/18/2022 12:18 PM



GROCERY
 261000771 LITTLE DEB NF \$10.36
 4 @ \$2.59 ea
 218011576 FD TINY TRI NF \$8.99
 261000450 LITTLE DEBBI NF \$2.59

 SUBTOTAL \$21.94
 NO TAX \$0.00
 TOTAL \$21.94
 *4040 VISA CHARGE \$21.94
 AID: A0000000031010
 VISA DEBIT
 AUTH CODE: 015073

SOME PROMOTIONS MAY REDUCE THE
 REFUND VALUE OF ITEMS

REC#2-2138-1974-0171-3175-7 VCD#751-258-445

Help make your Target Run better.
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7786 1802 6982
 Password: 868 243

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

✓ Picked up

Order Pickup at Regency



Patriotic Star Sugar Cookies - 11.2oz/18ct - Favo...

Qty 7

\$4.99 each



Picked up at

2:52 PM on May 17, 2022



[View Invoice](#)

\$34.93



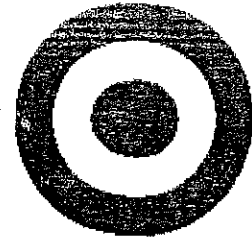
Subtotal \$34.93
Shipping Free

Total \$34.93



Visa ****4040

\$34.93



Jacksonville East - 904-248-4363
 13740 Beach Blvd
 Jacksonville, Florida 32224-1208
 05/18/2022 11:14 AM



GROCERY
 218011576 FD TINY TRT NF \$35.96
 4 @ \$8.99 ea
 261000771 LITTLE DEB NF \$7.77
 3 @ \$2.59 ea
 261050894 WHT SHIMMER NF \$1.79

 SUBTOTAL \$45.52
 NO TAX \$0.00
 TOTAL \$45.52
 *4040 VISA CHARGE \$45.52
 AID: A0000000031010
 VISA DEBIT
 AUTH CODE: 026422

SOME PROMOTIONS MAY REDUCE THE
 REFUND VALUE OF ITEMS

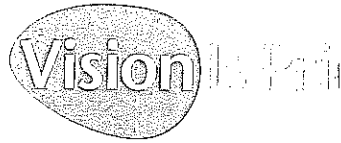
REC#2-2138-1921-0172-1103-9 VCD#759-254-246

 Help make your Target Run better.
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7786 1807 9982
 Password: 788 911

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days



Publix

University Square
2875 University Blvd. West
Jacksonville, FL 32217
Store Manager: Jason Eskuche
904-419-4807

DEPOSIT		150.48
Order Total		150.48
Sales Tax		0.00
Grand Total		150.48
Credit	Payment	150.48
Change		0.00

Receipt ID: 0105 7231 7722 0088 125

PRESTO!
Trace #: 813036
Reference #: 0200128298
Acct #: XXXXXXXXXXXX4040
Purchase VISA
Amount: \$150.48
Auth #: 073043

Your cashier was Denise S

05/20/2022 14:14 S1176 R181.3895 C0191

Join the Publix family!
Apply today at apply.publix.jobs.
We're an equal opportunity employer.

Publix Super Markets, Inc.

PAID

Customer Invoice

PUBLIX AT UNIVERSITY SQUARE
2875 UNIVERSITY BOULEVARD WEST
JACKSONVILLE, FL

Phone: (904) 730-5120 Email: Catering.1176@publix.com

Publix

Customer Details

Customer Name : Megan Schutte
Business Name : Landon Middle School
Phone Number : (314) 791-0067 0
Email : shutte.megan@gmail.com

Event Details

Event ID : 1176-5485
Event Name : School Function
Event Placed By : Denise Schiano
Delivery Date & Time : 05/20/2022 5:00 PM
Delivery Address : 1819 Thacker Ave
Jacksonville, FL 32207

Department:DELI

Quantity	Item Description	Price	Amount	Ordered Online	Paid Online	Special Instructions
2	Boar's Head Classic Slider Trio, Large	69.99	139.98	N	N	

Department:GROCERY

Quantity	Item Description	Price	Amount	Ordered Online	Paid Online	Special Instructions
1	Grocery - (tax)	10.50	10.50	N	N	

Estimated Balance Due \$150.48

*Prices may vary slightly from this page. Estimated Balance Due does not include tax.



4556 St. Augustine Road
 Jacksonville, FL 32207
 P 904.379.6822
 F 904.352.2372
 info@allabouteventsjax.com

www.allabouteventsjax.com

Status: Open
 Contract #: 43789

Will Call: Fri 5/20/2022 11:00AM
 Return: Mon 5/23/2022 5:00PM
 Operator: Tori Woods

Schutte, Megan

Customer #: 28552
 Phone 314-791-0067

Jacksonville, FL 32207

Job Descr: CUSTOMER PU 5/20/22

Salesman: Tori Woods tori.woods@allabouteventsjax.com

Qty	Items Rented	Each	Status	Disc%	Price
6	36" BISTRO TABLE				
1	Credit Card Fee - 3%	\$20.92	Out		\$125.52
		\$4.44	Pulled		\$4.44

Thank you for your Business

Payments made on this contract:

Rental/Sale Paid	\$152.86	Fri 5/20/2022 11:01AM Credit Card Visa 4*****4040 Auth:058974
Total	\$152.86	

I agree to pay the above amount according to the card issuer agreement.

Intentional damage, water damage, misuse of equipment, or missing items are not covered by damage waiver.

Rental Contract

This is a contract. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM!

If equipment does not function properly notify lessor within 30 minutes of occurrence or no refund or allowance will be made. All items are due back by 5:00PM on the scheduled return date. You agree to pay the full replacement cost for any and all rented item(s) not returned to All About Events by 5:00PM on the day following the scheduled return date. I HEREBY AUTHORIZE THE LESSOR TO MAKE APPROPRIATE CHARGES TO MY CREDIT/DEBIT CARD. I certify that I have read and agree to all terms of this contract.

Rental:	\$125.52
Damage Waiver:	\$12.24
Sales:	\$4.44
Subtotal:	\$142.20
SALES TAX - DUVAL:	\$10.66
Total:	\$152.86
Paid:	\$152.86
Amount Due:	\$0.00

Signature: _____

Schutte, Megan