September 14, 2012

Board Members

Maggie L. Walker Governor’s School PTSA

1000 N. Lombardy Street

Richmond, Virginia 23220

We have reviewed selected financial records and operations of the Maggie L. Walker Governor School PTSA for the year ended June 30, 2012. This review was based on information provided by the Treasurer and Independent verification was not done. This verification was not conducted in accordance with Generally Accepted Auditing Standards or the Statement of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. This committee used the Local Unit Audit Report and the Audit Checklist/Financial/Financial Management Form provided by the Virginia PTA.

The objectives of our review were to evaluate the accuracy of the PTSA’s financial transactions and review the financial management practices of the PTSA. We randomly selected transactions recorded in the Treasurer’s Income and Expense binders. Where necessary, the Treasurer provided additional documentation and information to the audit committee.

Overall, the Maggie L. Walker Governor’s School PTSA maintains proper documentation and follows acceptable financial management practices as outlined in the PTA Money Matters.

We recommended the following accounting procedures and operational controls for the prior year.

1. Maintain inventory verification for the School Store including accounting procedures for a receipts journal for sales and returns. **Status:** Deposits and inventory have been improved. The sales ticket for each sale was an improvement in tracking funds and reconciling bank deposits to the transactions.
2. Strengthen inventory verification and controls for Script Cards – **Status:** The scrip inventory verification and controls have been improved. The scrip program has been automated and the details of cash and checks received are recorded on-line through scripzone. Inventory is tracked on-line showing the cards purchased, sold, and available in inventory. The ordering process has been documented and vendor purchases, invoices and other relevant information are stored separately in the scrip binder.
3. Maintain a receipt journal for all funds given to the Treasurer**. Status:** Process was modified so that funds were deposited to the bank and the deposit slips provided to the Treasurer to increase the timeliness of the deposit and secure the funds. expedited
4. Change process for Cash for Fall Festival. Make check payable to a third party and not individual approving the expenditure. **Status:** Check for cash to fund operations was made payable to a non-signatory in October 2011.

We have no specific recommendations for the current audit year. We recommend continued diligence in the handling and processing of cash receipts and the continued timely deposit of receipts.

Sincerely,

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Cheryl Marschak

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