

VIRGINIA PTA FINANCIAL REVIEW FORM (revised April 2024)



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FULL PTA/PTSA Name: Luxford Elementary PTA

PTA EIN Number: 54-1539539

Address: 4808 HAYGOOD Rd VA Beach, VA 23455

Fiscal Year Reviewed: 2024-2025

Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	<u>Caitlin Enlow</u>	<u>Ashley Watkinson</u>	<u>Katie Delfraisse</u>
Address			
Email	<u>C.enlow86@gmail.com</u>	<u>LUXFORDPTA1@gmail.com</u>	<u>Katie@Delfraisse.com</u>
Phone #	<u>757-287-8130</u>	<u>757-737-0284</u>	<u>757-636-2689</u>

TREASURER (PREPARER) SIGNATURE: Caitlin N. Enlow

Date Provided to Review Committee: 7-15-2025

☐ Unable to get the outgoing Treasurer's Signature. Please explain _____

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

Permanent Record Items

- ☒ Previous Year Financial Review (July 1-June 30)
- ☐ Interim Financial Reviews conducted during the year (if applicable)
- ☒ Current Insurance Coverage Certificate
- ☒ Current Year 501(c)3 determination letter from Virginia PTA
- ☒ Agenda & Minutes of all Exec Board & General Membership mtgs
- ☒ Membership List
- ☒ Local Unit Uniform Bylaws with Organizational Structure Form
- ☒ Copy of Virginia Sales Tax Exemption (if applicable)
- ☒ Prior Year & Current Year IRS 990, 990EZ or 990N Filing & Accepted confirmation

Current Year Transaction Records

- ☒ Copy of Final Approved Budget and All Amendments
- ☒ All Monthly Treasurer Reports from PTA meetings
- ☒ Annual Financial Report (Final Treasurer Report)
- ☒ All Bank and Financial Account Statements
- ☒ Transactions Register with running balance
- ☒ All Check Request Forms with attached receipts/bills
- ☒ All Deposit Record Forms with attached Bank Deposit Slip and, if applicable, Cash Counting Forms
- ☒ All Transaction Authorization Forms for debit/EFT expenses with attached transfer verification forms
- ☒ Checkbook and unused checks

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 checked="" type="radio"/> Yes <input 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/expenses compared to budget amounts?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did the PTA file the appropriate 990, 990EZ, or 990N for the just-ended fiscal year?	<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 (total \$3.75 per member)? # of members recorded <u>96</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did the PTA pay dues to a Council PTA? \$ <u>155.00</u> paid	<input checked="" type="radio"/> Yes <input type="radio"/> No
Was the financial review committee able to verify the reconciliation of the PTA's account balances on page 3?	<input checked="" type="radio"/> Yes <input type="radio"/> No



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PTA EIN Number: 54-1539539
Fiscal Year Reviewed: 2024-2025

Dates covered by this Financial Review: July 2024 - June 2025

☐ This is an interim financial review. Please explain reason (e.g. treasurer resigned): _____

Check numbers covered by this review: Beginning check # 2375 Ending check # 2386
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)..... \$ 6,478.91
2. TOTAL RECEIPTS (all income, deposits, and credits)..... \$ 8,980.04
3. TOTAL CASH ON HAND (sum of Line 1 and Line 2)..... \$ 15,458.95
4. TOTAL EXPENSES (all expenses, checks, and debits)..... \$ 8,302.54
5. ENDING BALANCE as of June 30 (subtract Line 4 from Line 3)..... \$ 7,156.41
6. BANK STATEMENT BALANCE as of June 30..... \$ 7,156.41
7. OUTSTANDING CHECKS (write total amount of outstanding checks)..... \$ 0

Check #	Recipient	Amount

8. OUTSTANDING DEPOSITS (write total amount of outstanding deposits)..... \$ 120.00

Date	Description of Deposit	Amount
<u>7-11-2025</u>	<u>Food TRUCK Donation</u>	<u>120.00</u>

9. ENDING BALANCE (Subtract Line 7 from Line 6 and add Line 8) \$ 7,276.41

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.



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PLEASE CHECK ONE:



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



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

Comments from the Review Committee

REVIEWER SIGNATURES

Date Financial Review Completed: 7-15-2025

Maureen Kimbrough

Reviewer Signature

Amber

Reviewer Signature

Wayne Smith

Reviewer Signature

MAUREEN KIMBROUGH

Printed Name of Reviewer

Amber Smith

Printed Name of Reviewer

WAYNE SMITH

Printed Name of Reviewer

757-519-3007

Reviewer's Phone Number or Email

(757) 6923835
ambergregoryphotography@gmail.com

Reviewer's Phone Number or Email

757-769-6474

Reviewer's Phone Number or Email

RECEIPT SIGNATURES

As the incoming Treasurer and President, we accept receipt of this Financial Review. We will submit a copy of this completed review to Virginia PTA via MemberHub/Givebacks. It will be presented to our PTA membership for adoption at the first meeting of the year.

Shelley Harrison

President

Janeth Decker

Treasurer

8-1-25

Date Received