



To: Building Principal

From: Nonnie Onyancha, Controller

Subject: Audits Performed by School Related Organizations

Board Policy 3422 requires an annual audit by any school related organization (PTO, PTA, Booster club, etc.) that maintains their own set of books. A committee of at least three persons that did not have signature authority for bank accounts should perform the audit. The audit work does not have to be done by a professional accountant. During the audit, the committee should determine if all expenditures are supported by receipts and approved by the organization. Also, deposits should reflect all income for the organization. Audits are to be completed each year and submitted to the accounting office by July 31.

Attached is a form that may be used by any of the organizations affected. The form should be considered a master from which copies can be made. Please share this form and the instructions noted above with the organization. If an organization changes how their finances are handled (into or out of the activity fund) or a new group is formed, please notify the accounting office (316-973-4659).

If your or members of the organization have questions, please contact Susan McFerrin at 316-973-4659.

Attachment