FINANCIAL REVIEWER RECOMMENDATIONS

NOTE: The Financial Reviewer should feel free to contact the Treasurer if there are questions or issues needing clarification. If an error in recording a transaction is found, the auditor needs to recommend the entry be corrected. Any corrections made as a result of the financial review need to be listed on the next treasurer's report.

The Financial Reviewer should not be punitive in the report/recommendations. Difference of opinion as to process should not result in a recommendation if the treasurer's records are correct.

Some examples of recommendations are:

- Cash must be counted by two PTA members and each must sign the Cash Verification Form. On xxxx, xxxx, xxxx, and xxxxx there was only one signature.
- Authorization for expenditure must be voted on by the executive board or association before checks are issued. Check numbers xxx, xxx, xxx were issued before authorizations were approved.
- Authorization forms must be signed by the secretary and president for check numbers xxxx, xxx and xxxx.
- Check numbers xxx, xxx and xxx were issued more than six months ago. They should be voided, and investigated and reissued if necessary.

If assistance is needed, contact Palomar Council PTA

RECOMMENDATIONS

1.