

February 6, 2016

To whom it may concern:

I have reviewed the bank statements and check register for the Acequia CPT for the months of August 19, 2014 through August 18, 2015.

The monthly bank statements matched the receipts attached to them. Two checks were missing receipts. Check # 1368 in the amount of \$27.83 and check #1377 in the amount of \$13.61. The check register entries matched the checks and deposits of the monthly bank statements.

I found all to be in order for the Acequia CPT Audit 2014-2015


Hailey Hendricks

February 09, 2016

To Whom It May Concern:

I have reviewed the records of the Rupert Elementary PACT for the 2015-2016 school year. My review included the bank statements and deposit slips for each month from First Federal Savings Bank, as well as invoices paid out for the same time period. All the invoices were found to have the appropriate receipts attached as recommended, and all checks were found to include two signatures.

In my opinion, the organization is making sure the monthly statement is reconciled and is following their criteria.



April Swensen

**Heyburn Elementary PTO  
Annual Audit Report**

August 31, 2015

Purchase Order

Not all purchase orders were signed by the authorized person or dated.

Recommendations: Date all purchase order and have authorized person sign every purchase order

Bank Statements

Banks statements had not been reconciled or balanced with the ledger and check register.

Recommendations: Reconcile statements monthly.

Checks

Not all checks had two signatures.

Recommendations: Make sure all checks have two signatures.

Audit review committee

Melinda Vorwaller – Heyburn School Secretary Melinda Vorwaller

Elva Reyes – Heyburn School Secretary Elva Reyes

Eileen Dickey – PTO President Eileen Dickey

Lorna Romriell – PTO Secretary/Treasurer Lorna Romriell

Paul PTO Audit list

Date 9-7-15

Review Register  balances with check register

deposits

PO's listed

reconciled

Review bank statements and copies of checks

two signatures on checks- pto Pres. and treasurer

Review check register  PO's listed with check

Review profit and loss statement, that funds are distributed correctly

Co-treasurer deposits money

Treasurer and president, when needed, write checks

Review PO's and receipts, check numbers written on both

We certify that we have examined and reviewed the Paul PTO records, and have found them to be balanced and correct.

Susan Allen

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