

# Audit Report for Local PTAs



Name of PTA/PTSA: L Douglas Wilder Middle School PTSA

EIN Number: 82-2881451 Date of Audit: 8-19-2019

Audit period from July 1, 2018 to June 30, 2019

Presented to PTA executive board on: SEPTEMBER 10, 2019 (date) and adopted by your General Membership on: SEPTEMBER 17, 2019 (date).

Date of last audit: August 12, 2018. Last audit covered the period from July 1, 2017 to June 30, 2018.

PTA District: Richmond PTA Council: Henrico County Council of PTAs

Signed: [Signature] Signed: [Signature]  
President Treasurer

*Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information is submitted to the Virginia PTA as the annual audit of this association.*

**AUDIT COMMITTEE or AUDITOR:** (a committee of 3 people that are not authorized to sign checks for this PTA during this audit period OR an experienced auditor)

The financial records of this PTA are  complete or  incomplete. If incomplete, include comments detailing missing documentation and recommendations.

<b>Audit Committee:</b>	<b>Auditor:</b>
Signed: _____	Signed: <u>Kerry L. Turner, EA</u>
Print Name: _____	Printed Name: <u>Kerry L. Turner</u>
<i>Audit Committee Chair</i>	Organization: <u>Mary Technical Service</u>
Phone: _____	Address: <u>2108 Jahodi Court</u>
Signed: _____	<u>Henrico, VA 23231</u>
<i>Audit Committee Member</i>	Phone number: <u>804-437-4281</u>
Signed: _____	
<i>Audit Committee Member</i>	

## Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the audit committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted audit report and filed with the permanent financial records.**

### Officer Information:

President during audit period: Jason Pascale phone: 804-380-9501

Treasurer during audit period: Sowmya Subrumanian phone: 804-307-0288

Secretary during audit period: Sharita Bryant phone: 804-363-6996

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the 501c(3) determination letter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the sales tax exempt certificate? (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? (Board and general membership)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? If no, when were they turned over? _____ Comments: Recommendation: All PTA records are the property of the PTA and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained?  Location: _____ Address: <u>4505 Jalbert Dr, Glen Allen VA</u>  If possible, your records should be kept at your school in a secure		

location. Your board needs to know where these books are kept.		
4. Are the current treasurer books held by the treasurer? The treasurer maintains all financial records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Budget:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was the budget adopted by the general membership? When? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> The proposed budget is to be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. We are a membership association and this money belongs to our members.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>09/18/2018</b> <i>(date)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was the budget prepared by a budget committee?</li> <li><b>If no,</b> who prepared the budget?</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>The Executive Board</u>	
<ul style="list-style-type: none"> <li>Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Does the budget show all sources of income, totaled and balanced, against all total expense categories?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Was the budget reviewed by the Board before general membership adoption?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Was a budget report presented at every PTA board/general membership meeting? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Is a copy of the adopted audit report sent to the state office each year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any irregularities in the budgeted amounts to actual expenses/income? <b>If yes,</b> <b>Comments:</b> <b>Recommendation:</b> any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Treasurer's Reports:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> A treasurer's report detailing income and expenses and reconciled to the bank statement must be	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

presented at every PTA board/general membership meeting.		
• Were the reports clear, concise and easily understood?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Did the reports show, in detail, the source(s) of all income and expenses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the canceled checks <b>and</b> the entries in the checkbook <b>and</b> the treasurer's reports <b>all agree</b> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the deposit slips <b>and</b> the entries in the income ledger <b>and</b> the treasurer's reports <b>all agree</b> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all financial obligations of the PTA been paid in full?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Bank Reconciliation:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Were the bank statements reconciled every month? <b>If no</b> , when were they reconciled? <b>Comments:</b> <b>Recommendation:</b> Bank statements must be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? <b>If no</b> , were they verified in any months? <b>Comments:</b> <b>Recommendation:</b> Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Financial Procedures and Controls:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Are all PTA monies kept separate from school, personal or other organization's funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are the state and national portions of membership dues sent to the Virginia PTA state office before December 1st? <b>If no</b> , <b>Comments:</b> <b>Recommendation:</b> Membership funds belonging to Virginia and National PTA are transfer funds and should be remitted to Virginia PTA.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do the deposit records for membership match the membership numbers? <b>If no</b> , <b>Comments:</b> <b>Recommendation:</b> membership funds belonging to Virginia and National PTA should be remitted to Virginia PTA and are not included in your PTA budget.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the PTA's total membership count for the year?	213	
PTA membership dues are \$6 per member for the 2018-19 school year.	complete section	

<p>What was the date and dollar amount of dues sent to Virginia PTA?</p> <p><input type="radio"/> Date: <u>9/14/18</u> Amount: <u>615</u></p> <p><input type="radio"/> Date: <u>12/18/19</u> Amount: <u>108.75</u></p> <p><input type="radio"/> Date: _____ Amount: _____</p>	<i>complete section</i>	
<p>What was the amount of dues paid to Council, if applicable?</p> <p><input type="radio"/> Date: <u>1/15/19</u> Amount: <u>55.60</u></p>	<i>complete section</i>	
<p>3. Was there a proper invoice or receipt for each expenditure? If no, Comments: Recommendation: There <b>must</b> be a receipt or invoice for every check written. If there is no receipt, no check should be written.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was every expense checked against the budget before authorization?</li> <li>Were receipts and invoices matched against the request before payment?</li> <li>Is there a time limit for reimbursements?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>4. Is there a policy that prohibits the signing of blank checks? Are all checks signed by at least two authorized people? If no, how often were they only signed by one person? Comments: Recommendation: all checks <b>must</b> be signed by 2 people.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was the check register kept current?</li> <li>Are <b>all</b> checks used in sequential order?</li> <li>Are all checks accounted for, including voided checks?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Were there any checks written to "cash" or cash withdrawals? If yes, list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____</p> <p>Comments: Recommendation: <b>NEVER</b> write a check to "cash". There is no record of how your PTAs funds were spent.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. Is signatory paperwork up-to-date with at least three (3) signatures?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have checking account? With which bank? <u>Wells Fargo Bank</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have a savings account? With which bank? _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Does the PTA/PTSA have any certificates of deposit?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

With which bank? _____		
Does the PTA/PTSA have a debit card? If yes, Comments: Recommendation: Virginia PTA strongly advises units not to hold debit cards as they can be easily misused.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Are at least two people involved in the processes of depositing funds and handling cash? If no, how often did only one person count? Comments: Recommendation: A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A "cash counting sheet for event" may also be used (National PTA).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were all funds deposited promptly? (within the next business day) If no, how much time lapsed? Comments: Recommendation: PTA funds should never be taken home with you and should be deposited the same day they are received or the next business day.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Was all income properly allocated into the appropriate budget line?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Insurance:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Are insurance policies in force to protect the PTA against loss of property by reason of fire, theft or other casualty?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are liability policies in effect to protect PTA officers and members, schoolchildren or other third parties where PTA projects or activities may result in an accident?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the treasurer and all others authorized to handle PTA funds covered by a fidelity bond in the amount determined by the board?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Internal Revenue Service (IRS) and Tax Forms:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. What is the PTA/PTSA's Employer Identification Number (EIN)? 82-2881451 _____		
2. A copy of the letter from Virginia PTA verifying your PTA as a subordinate of the Virginia PTA with our 501c(3) Determination Letter and your Sales Tax Exemption Certificate are in your permanent files.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the IRS form 990, 990-EZ or E-Postcard been filed with the IRS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the PTA/PTSA incorporated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• If "YES", has an annual corporate report been filed with the state government, as required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• Does the annual report reflect current officers and/or a	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



EIN: 82-2881451

Date of audit: 8-19-2019

Audit period from July 1, 2018 to June 30, 2019

Last audit period from July 1, 2017 to June 30, 2018. Ending balance: \$ 4918.49

<b>1. Beginning Balance (Should match prior audit "Ending Balance")</b>	\$ <u>4,918.49</u>
<b>2. Receipts (Total of all deposits and credits)</b>	\$ <u>5,278.12</u>
<b>3. Add line 1 and line 2:</b>	\$ <u>10,196.61</u>
<b>4. Expenses (Total of all checks written and debits)</b>	\$ <u>7,317.30</u>
<b>5. Subtract line 4 from line 3 for "ENDING BALANCE"</b> <i>(Should match check register)</i>	\$ <u>2,879.31</u>
<b>TREASURER'S RECORDS</b>	

**OUTSTANDING CHECKS AND DEPOSITS:**

<b>6. Balance on Last Bank Statement:</b>	\$ <u>2,879.31</u>																														
<b>Outstanding Checks:</b>																															
<table border="1"> <thead> <tr> <th>Check #</th> <th>Payable to:</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total outstanding checks:</td> <td>\$</td> </tr> </tbody> </table>	Check #	Payable to:	Amount																									Total outstanding checks:		\$	
Check #	Payable to:	Amount																													
Total outstanding checks:		\$																													
<b>7. Subtract total for Outstanding Checks from Line 6.</b>	\$ <u>0</u>																														
<b>Outstanding Deposits</b>																															
<table border="1"> <thead> <tr> <th>Source of Deposit</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td><b>TOTAL OUTSTANDING DEPOSITS:</b></td> <td>\$</td> </tr> </tbody> </table>	Source of Deposit	Amount							<b>TOTAL OUTSTANDING DEPOSITS:</b>	\$																					
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<b>TOTAL OUTSTANDING DEPOSITS:</b>	\$																														
<b>8. Add total Outstanding Deposits to Line 7.</b>	\$ <u>0</u>																														
<b>9. Enter amount in line 8 to verify "ENDING BALANCE"</b> <i>Should match check register and amount in Line 5.</i>	\$ <u>2,879.31</u>																														
<b>BANK RECORDS</b>																															



**L Douglas Wilder Middle School PTSA  
2018-2019**

CHECK NO.	DATE	PAYEE	DESCRIPTION	INCOME	EXPENSES	BALANCE
	7/1/2018	Beginning Balance				\$ 4,918.49
Check 1109		VOIDED		\$ 120.00		\$ 5,038.49
Check 1147	8/21/2018	Jason Pascale	Principal Luncheon		\$ 168.54	\$ 4,869.95
Check 1816	8/25/2018	Theophilus O Addotey	Membership	\$ 6.00		\$ 4,875.95
Check 2111	8/25/2018	Jason Pascale	Membership	\$ 18.00		\$ 4,893.95
Check 3308	8/25/2018	Stephen Burks	Membership	\$ 18.00		\$ 4,911.95
Check 3178	8/25/2018	Vernon Lee Crumpler	Membership	\$ 18.00		\$ 4,929.95
Check 663	8/25/2018	Jennifer B Hummerson	Membership	\$ 18.00		\$ 4,947.95
Check 1587	8/25/2018	Andrew M Meyers	Membership	\$ 18.00		\$ 4,965.95
Check 140	8/25/2018	Swamy Boggarapu	Membership	\$ 18.00		\$ 4,983.95
Check 157	8/25/2018	Vinit Agrawal	Membership	\$ 24.00		\$ 5,007.95
Check 3506	8/25/2018	Shawn L Floyd	Membership	\$ 24.00		\$ 5,031.95
Check 139	8/25/2018	Vijayalakshmi Maliyan	Donation + Membership	\$ 50.00		\$ 5,081.95
Check 1870	8/25/2018	Meredith Hertzler	Donation + Membership	\$ 68.00		\$ 5,149.95
Cash Deposit	8/25/2018			\$ 12.00		\$ 5,161.95
Check 1148	8/30/2018	TSI Promotionals	PTSA T-Shirts		\$ 150.10	\$ 5,011.85
Check 1311	9/1/2018	Takia N Johnson	Membership	\$ 6.00		\$ 5,017.85
Check 115	9/1/2018	Christopher Chambers	Membership	\$ 6.00		\$ 5,023.85
Check 1002	9/1/2018	Kara L Cosby	Membership	\$ 12.00		\$ 5,035.85
Check 1391	9/1/2018	Jessica P Kennedy	Membership	\$ 12.00		\$ 5,047.85
Check 2279	9/1/2018	Anthony D Ray	Membership	\$ 12.00		\$ 5,059.85
Check 2182	9/1/2018	Felicia O Ray	Membership	\$ 12.00		\$ 5,071.85
Check 276	9/1/2018	Edythe M Bouldin	Membership	\$ 12.00		\$ 5,083.85
Check 2044	9/1/2018	William R Bailey	Membership	\$ 18.00		\$ 5,101.85
Check 1390	9/1/2018	SS Jackson	Membership	\$ 30.00		\$ 5,131.85
Cash Deposit	9/1/2018		Membership	\$ 309.00		\$ 5,440.85
Check 1149	9/3/2018	L Douglas Wilder	General Donation / Start Up Cost		\$ 600.00	\$ 4,840.85
Check 1150	9/3/2018	L Douglas Wilder	General Donation / Start Up Cost		\$ 1,000.00	\$ 3,840.85
Check 1246	9/8/2018	Rhonda Henry Kass	Membership	\$ 6.00		\$ 3,846.85
Check 1027	9/8/2018	Jalya M Tylor	Membership	\$ 6.00		\$ 3,852.85
Check 1864	9/8/2018	Bethany Clayton	T-Shirt	\$ 30.00		\$ 3,882.85
Cash Deposit	9/8/2018		T-Shirt (\$45)+ Membership	\$ 57.00		\$ 3,939.85
Check 4551	9/18/2018			\$ 6.00		\$ 3,945.85

**L Douglas Wilder Middle School PTSA  
2018-2019**

Check 3010	9/18/2018	Jennifer L Henry	Donation + Membership	\$ 10.00		\$ 3,955.85
Check 189	9/18/2018	Andrea Y Handy	Donation + Membership	\$ 10.00		\$ 3,965.85
Moneygram	9/18/2018		Membership	\$ 12.00		\$ 3,977.85
Cash Deposit	9/18/2018		Donation + Membership	\$ 56.00		\$ 4,033.85
Check 1101	10/9/2018	Nikita Patel	Membership	\$ 6.00		\$ 4,039.85
Check 153	10/9/2018	Kimberly Johnson	Membership	\$ 6.00		\$ 4,045.85
Check 8004	10/9/2018	Jennifer L Collins	Membership	\$ 6.00		\$ 4,051.85
Check 8511	10/9/2018	Lisa Boggs	Membership	\$ 6.00		\$ 4,057.85
Check 1026	10/9/2018	Latara N Whitfield	Membership	\$ 12.00		\$ 4,069.85
Check 8130	10/9/2018	Nancy Xi Chen	Membership	\$ 18.00		\$ 4,087.85
Cash Deposit	10/9/2018		Membership	\$ 188.00		\$ 4,275.85
National PTA Deposit	10/18/2018		School Portion of Dues	\$ 17.25		\$ 4,293.10
Direct Deposit Test	10/24/2018			\$ 0.47		\$ 4,293.57
National PTA Deposit	10/30/2018		School Portion of Dues	\$ 2.25		\$ 4,295.82
check 1152	11/1/2018	L Douglas Wilder	Donation - Athletics Department		\$ 200.00	\$ 4,095.82
check 1154	11/9/2018	Tiffany Harris	Wednesday Goodies		\$ 135.60	\$ 3,960.22
check 1153	11/14/2018	Virginia PTA	2018-2019 State & National Dues		\$ 615.00	\$ 3,345.22
Check 4341	11/29/2018	Jonas Grant	Membership	\$ 6.00		\$ 3,351.22
Check 197	11/29/2018	Molly Monaghan	Membership	\$ 6.00		\$ 3,357.22
Check 138	11/29/2018	Dennis Tylor Woods	Membership	\$ 6.00		\$ 3,363.22
Check 1020	11/29/2018	Erci D Nelson	Membership	\$ 6.00		\$ 3,369.22
Cash Deposit	11/29/2018		Election Day Fundraiser	\$ 165.88		\$ 3,535.10
Cash Deposit	11/29/2018		Membership	\$ 6.00		\$ 3,541.10
Cash Deposit	11/29/2018		Membership	\$ 96.00		\$ 3,637.10
check 1155	12/18/2018	Tiffany Harris Greene	Wednesday Goodies		\$ 159.02	\$ 3,478.08
check 1158	12/18/2018	VAPTA	Membership Dues		\$ 108.75	\$ 3,369.33
National PTA Deposit	12/19/2018		School Portion of Dues	\$ 12.25		\$ 3,381.58
check 1157	12/19/2018	Jason Pascale	Winter Dance - Raffle, Wristbands		\$ 60.98	\$ 3,320.60
Cash Deposit	1/5/2019		Membership	\$ 6.00		\$ 3,326.60
Cash Deposit	1/5/2019		Membership	\$ 48.00		\$ 3,374.60
Check 2138	1/5/2019	Jason Pascale	PTSA T-Shirt	\$ 45.00		\$ 3,419.60
Check 39480	1/5/2019	Publix Program	Donation	\$ 251.00		\$ 3,670.60
Check 1159	1/11/2019	Jason Pascale	Winter Dance		\$ 203.98	\$ 3,466.62
Check 1160	1/11/2019	Little Caesars Pizza	Winter Dance - Pizza		\$ 275.00	\$ 3,191.62

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Check 1161	1/11/2019	Sarah Earnhardt	Winter Dance - Decoration	\$	54.79	\$	3,136.83
Cash Deposit	1/12/2019		Winter Dance Fundraiser	\$	305.00	\$	3,441.83
Check 1008	1/12/2019	Keisha Taylor	PTSA T-Shirt	\$	15.00	\$	3,456.83
Cash Deposit	1/12/2019		Winter Dance Fundraiser	\$	1,114.27	\$	4,571.10
Check 1158	1/14/2019	Christopher McCook	Winter Dance - DJ	\$	150.00	\$	4,421.10
Check 1163	1/15/2019	Jason Pascale	VA PTA 2019 Annual Meeting	\$	125.00	\$	4,296.10
Check 1164	1/15/2019	HCCPTA	2017, 2018 - 2019 Dues	\$	55.60	\$	4,240.50
check 1165	2/15/2019	Jason Pascale	Admin Appreciation	\$	186.32	\$	4,054.18
Check 1166	2/15/2019	L Douglas Wilder MS	Music Department Donation	\$	200.00	\$	3,854.18
Check 1167	2/15/2019	L Douglas Wilder MS	Music Department Donation - Black History Month	\$	300.00	\$	3,554.18
Check 1168	3/12/2019	Jason Pascale	Conseling Dept Career Day	\$	300.00	\$	3,254.18
Check 1169	3/12/2019	Jason Pascale	Talent Show Fund Raiser	\$	143.92	\$	3,110.26
Cash Deposit	3/13/2019		Talent Show Fund Raiser	\$	260.75	\$	3,371.01
Check 1172	3/30/2019	Jason Pascale	Frnt Porch Social	\$	184.54	\$	3,186.47
Check 1171	3/30/2019	L Douglas Wilder MS	Athletic Department - Talent Show	\$	200.00	\$	2,986.47
Check 1170	3/30/2019	HCCPTA	HCCPTA Banquet	\$	160.00	\$	2,826.47
Check deposit	4/9/2019	National PTA	Be Internet Awesome	\$	1,000.00	\$	3,826.47
Check 1173	4/20/2019	Jason Pascale	Admin Appreciation	\$	89.29	\$	3,737.18
Check 1175	4/28/2019	Jason Pasclae	Admin Appreciation	\$	96.03	\$	3,641.15
Check 1174	4/28/2019	Henrico HS	Community Day - DJ	\$	75.00	\$	3,566.15
Check 1177	5/7/2019	Jason Pasclae	Teacher Appreciation	\$	241.29	\$	3,324.86
Check 1176	5/7/2019	Ricos Mexican Grille	Teacher Appreciation	\$	400.00	\$	2,924.86
Check 1178	5/16/2019	Henrico HS	Community Day - Shared Exp.	\$	252.50	\$	2,672.36
Check 1181	5/24/2019	Sharita Bryant	Community Day - Prizes	\$	189.32	\$	2,483.04
Check 1179	6/10/2019	Jason Pascale	Internet Workshop	\$	236.73	\$	2,246.31
National PTA	6/17/2019		School Portion of Dues	\$	4.50	\$	2,250.81
Check 7988	6/20/2019	Henrico HS	Silent Auction	\$	100.00	\$	2,350.81
Check 2500	6/20/2019	National PTA	Internet Workshop	\$	141.00	\$	2,491.81
Check 1453	6/20/2019	The Podium Foundation	Community Day	\$	25.00	\$	2,516.81
Check 2007	6/20/2019	Jane Giffin	Community Day	\$	25.00	\$	2,541.81
Check 2419	6/20/2019	Naina Brown	Community Day	\$	25.00	\$	2,566.81
Check 2262	6/20/2019	Ronald O Bell	Community Day	\$	25.00	\$	2,591.81

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Check 3632	6/20/2019	Gunendran Siva pragasam	Membership	\$ 6.00		\$ 2,597.81
Check 180	6/20/2019	Colette D Claiborne	Community Day	\$ 25.00		\$ 2,622.81
Money Order 25669179180	6/20/2019		Community Day	\$ 25.00		\$ 2,647.81
Cash	6/20/2019		Community Day Fundraiser	\$ 227.00		\$ 2,874.81
National PTA	6/27/2019		School Portion of Dues	\$ 4.50		\$ 2,879.31
Check 1162		VOID	Use to set Up Amazon Smile		\$ -	\$ 2,879.31
				\$ 5,278.12	\$ 7,317.30	