

VTA Financial Review/Audit Report

Name of the organization: Valluvan Tamil Academy

EIN Number: EIN: 45-4051298 Date of Financial Review: 11/30/2024

Audit period from 09/01/2023 to 08/31/2024.

Presented to VTA executive board on: Sep-7-2024 (date) and adopted by your General Membership on: Sep-7-2024 (date).

Date of last financial review: Oct-01-2023. Last financial review covered the period from 09-01-2023 to 08-31-24.

Signed: S. Rashmi Signed: Bruce
President Treasurer

Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption.

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

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

Audit Committee: _____ **Auditor:** _____

Signed: Shif

Print Name: Shanmuga Baskaran Prin

Audit Committee Chair

Phone: 2014928884

Auditor:

Signed: P. Lieberman

Printed Name: RAJESH KANNA PASUPATHY

Organization: VTA

Signed: V. Skumar

Audit Committee Member

Audit Committee Member SUKUMAR KRISHNAMURTHY

Print Name: _____ Phone number: 813 774 0914

Audit Committee Member

Financial Management Checklist

The purpose of this checklist is to provide general guidance to VTA Financial Activities. 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 VTA, and assists the Audit committee /auditor with their inspection of the books and records. **This checklist is kept as part of the adopted Auditreport and filed with the permanent financial records.**

Officer Information:

President during Audit period: Rashmi Palaniappan
phone: 703-732-2453

Treasurer during Audit period: Sripriya Jayaraman
phone: 609-608-5278

Secretary during Audit period: Alagappan A Muthiah
phone: 571-286-7432

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Do the treasurer records include:		
A. Contact information for the Board of Directors?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. Copy of previous financial review/audit?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C. Copy of the bylaws and standing rules?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D. Copy of membership list?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E. Copy of the adopted budget?	Link	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F. Copy of IRS filing?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G. Copy of insurance policy? With Secretary, Board	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
H. A copy of the 501c(3) determination letter?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I. A copy of the sales tax exempt certificate?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
J. A copy of bank signatory paperwork?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
K. Minutes of all meetings? secretary@valluvantamil.org	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
L. Treasurer reports with budget-to-date information for Monthly once board meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
M. Bank statements (Monthly reconciliation)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
N. Documentation for every expense and all income Monthly reconciliation?	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
O. Physical assets audit (Declare approximate value) secretary@valluvantamil.org	Link	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
P. Publish Financial Committee operational and knowledge transfer documentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q. Treasurer records should be kept for past 7 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
R. List VTA members who manages the login credentials for VTA Financial accounts and systems? 1. President – Only Bank Account/Paypal 2. Treasurer – Bank A/C, Quickbooks, Paypal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
S. When the login credentials for VTA Financial accounts and systems changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
T. Declare annual income and expense by following methods 1. PayPal - Yes 2. Cash – No Cash 3. Check - Yes 4. Zelle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

U. List financial institution names a. Bank of America - Active	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
V. Declare Interest earned through Deposits	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
W. List Debit card holders and their VTA titles 1. Sripriya Jayaraman - Treasurer 2. Rashmi Palaniappan - President	<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? Nov 2024____ Comments: Recommendation: All VTA records are the property of the VTA and shall be available to the membership.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Where are your treasurer records maintained (URL) VTA Google Cloud, Google Drive Treasurer Folder	Link	
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<u>Budget:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Was the budget adopted by the board of directors? When? If no, Comments: Recommendation: 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 (date)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was the budget prepared by a Finance committee? If no, who prepared the budget? Treasurer Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? Does the budget show all sources of income, totaled and balanced, against all total expense categories? Was the budget reviewed by the Board presented to members (once in a year)? 	<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	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are there any irregularities in the budgeted amounts to actual expenses/income? If yes, Comments: Recommendation: any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>Treasurer's Reports:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Do the canceled checks and the entries in the checkbook and the treasurer's reports all agree ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree ? No Physical Deposits(Mobile Deposit)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have all financial obligations of the VTA been paid in full?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<u>Bank Reconciliation:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Were the bank statements reconciled every month? If no , when were they reconciled? Comments: Recommendation: 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? If no , were they verified in any months? Comments: Recommendation: 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 type="checkbox"/> No NA
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

<u>Financial Procedures and Controls:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Are all VTA monies kept separate from personal or other organization's funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do the deposit records for membership match the membership numbers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the VTA's total membership count for the year?	Link	
3. Was there a proper invoice or receipt for each expenditure? If no , Comments: Recommendation: There must be a receipt or invoice for every check written. If there is no receipt, no check should be written.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was every expense checked against the budget before authorization? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<ul style="list-style-type: none"> Were receipts and invoices matched against the request before payment? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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: Due to offline school, mostly signed only by Treasurer Recommendation: all checks must be signed by 2 people.	<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
<ul style="list-style-type: none"> Was the check register kept current? Are all checks used in sequential order? Are all checks accounted for, including voided checks? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were there any checks written to "cash" or cash withdrawals? If yes , list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Comments: Recommendation: NEVER write a check to "cash". There is no record of how your VTAs funds were spent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is signatory paperwork up-to-date with at least three (3) signatures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Were all funds deposited promptly ? (within the next business day) If no , how much time lapsed? Comments: No cash collected, checks deposited online Recommendation: VTA funds should never be taken home with you and should be deposited the same day they are received or the next business day.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Was all income properly allocated into the appropriate budget line?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<u>Insurance:</u>	<u>Treasurer</u>	<u>Audit committee</u>
1. Are insurance policies in force to protect the VTA 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 VTA officers and members, school children or other third parties where VTA 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 VTA funds covered by a fidelity bond in the amount determined by the board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Fundraising, Corporate Sponsorship and Grants:	<u>Treasurer</u>
1. Review VTA fundraising guidelines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the VTA ensure fundraisers did not involve children?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were all fundraisers approved by the board of directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Was care taken to see that no laws were violated during fundraisers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Did the President sign all fundraising contracts? N/A	NA
7. Were sufficient procedures in place to ensure the safe handling of funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Did the VTA receive any money from grants? If "YES" list: Grant Source Amount Corporate Donation \$2,916.13 _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were monies expended in accordance with grant application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. Did the VTA receive any money or goods from corporate sponsorships? Was the money or goods used according to the request? (Harvard Tamil Chair)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Audit committee or Auditor Additional Comments and Recommendations:

Ideas for Process Improvement

1. Better Expense Tracking: The connection between QuickBooks and JIRA can be improved, as a few expenses couldn't be matched.
2. Financial Report Deadline: Let's make sure the financial report is ready for the Audit team by October for every financial year.

Audit Report for: ___ Valluvan Tamil Academy ____.

EIN: 45-4051298 Date of financial review: 10/1/2024

Audit period from Sep 1,2023 to Aug 31, 2024.

Last Audit period from _Sep 1, 2022 to Aug 31, 2023. Ending balance: **\$300,671.11.**

Discrepancy-carryover-2020-2021 - USD\$10,210.77

1. Beginning Balance (Should match prior financial review/audit "Ending Balance")	\$300,671.11
2. Receipts (<i>Total of all deposits and credits</i>)	\$204,900.05
3. Add line 1 and line 2:	\$505,571.16
4. Expenses (<i>Total of all checks written and debits</i>)	\$203,397.48
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register) TREASURER'S RECORDS	\$302,173.68

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:		
7. Subtract total for Outstanding Checks from Line 6.		
Outstanding Deposits		
Source of Deposit	Amount	
TOTAL OUTSTANDING DEPOSITS:	\$	

8. Add total Outstanding Deposits to Line 7.	\$
9. Enter amount in line 8 to verify "ENDING BALANCE" <i>Should match check register and amount in Line 5.</i> BANK RECORDS	

Treasurer's Attestation: I Sripriya Jayaraman certify that the information provided in this document is true and complete to the best of my knowledge.

Signature: 

Audit committee discussion points:

1. Bylaw review committee
 - a. The Board of VTA shall have the right to appoint an auditing committee consisting of one or more members, to audit accounts and financial statements on an annual basis and present such committee's findings to the general body. (Missing independent keyword)
 - b. Shall present an up-to-date, audited financial report at the annual General Body Meeting of the VTA