

July 28, 2014

Woodland High School Basketball Boosters
Woodland High School, Principal

I have completed my review of the financial records for Woodland High School Basketball Booster Club for the period July 2013 to June 2014.

All supporting documentation presented for the above listed period of time was reviewed. Those items included Invoices supporting expenditures, bank statements , receipts and communications.

All revenue and expenditures deposited were accounted for and supporting invoices for expenditures were all appropriate for the nature of the organization.

Bank reconciliations were not presented nor was a journal or ledger reflecting outstanding transactions at the end of the month.

Several email communication with the members of the organization reporting financial condition and expenditures were reviewed but there was no evidence of a monthly financial report.

The accounting records reviewed are in good order and it was noted that checks carry two signatures which is a very positive check and balance.

Comments and recommendations are presented on the next page.

Respectfully,



Jack L. Thomas
Financial Consultant

COMMENTS AND RECOMMENDATIONS:

To enhance the financial records, a monthly bank reconciliation balancing the books to the bank would be preferred.

A journal or ledger with all transactions should be maintained to reflect current financial condition.

No approval of expenditures were included in the records I reviewed. It would be good to present the financial reports at each meeting and have the membership approve the expenditures by nature of approving the financial report as presented.

WOODLAND HIGH SCHOOL
GIRLS AND BOYS BASKETBALL
BOOSTER CLUB
Bank Account Analysis
July 1, 2013 - June 30, 2014

	CASH BALANCE	DEPOSITS	DISBURSEMENTS	CASH BALANCE
July	3382.24	0	0	
Aug		0	0	
Sept.		0	0	
Oct.		0	0	
Nov.		0	1296.88	
Dec.		2794	717.43	
Jan		4638.25	1379.47	
Feb.		2039.53	1932.69	
Mar.		190	0	
April		1260	5107.8	
May		625	66.26	
June		0	0	4428.49
		11546.78	10500.53	