

INVOICE

TO: Regina Public School Teachers' Association (RPSTA)

FROM: Peter Flasko TESOL, B.Ed., B.Admin., PGD.Ed
pflasko@outlook.com

DATE: August 27, 2020

Please forward the fee of **\$565.00** for an audit of records for the fiscal year

August 1, 2019 to July 31, 2020.

Note next year there will be a 1% fee increase to \$570.

Thank you.



Auditor's Signature

Payable upon receipt --- email-transfer or cheque.

Payable to: Peter Flasko
836 Shannon Road
Regina, SK S4S 5K2

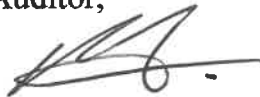
To: Whom It May Concern

Re: Auditor's Statement -- RPSTA fiscal period 2019-2020

Date: August 27, 2020

Based on the records and financial statements provided by the Regina Public School Teachers' Association, there is nothing to cause me to question that the materials fairly and honestly represent the association's financial operation for the fiscal period August 1, 2019 to July 31, 2020, subject to the comments on pages 2-3.

Auditor,

A handwritten signature in black ink, appearing to read 'P. Flasko', with a horizontal line extending to the right.

Peter Flasko
TESOL, B.Ed., B.Admin., PGD-ED

Abbreviations used in comments:

J-CH (Journal-cheques)	“Journal - Transaction List by Date – Cheques”
J-CC (Journal-cr. card)	“Journal - Transaction List by Date – TCU Collabria credit card”
PL-DET (P&L Detail:Ledger)	“Transaction List by Account” – transactions grouped by account”
BS	“Bank Statement”
REC-BS	“Reconciliation” of Bank Statement
CU	“Cuets Statement” (from bank)
REC-CU	“Reconciliation” of Cuets Statement
TB	“Trial Balance”
PL	“Profit & Loss Statement”
BALSH	“Balance Sheet”

COMMENTS

General

- This comment is minor -- recommend one month's documents per folder (avoid combining 2 months into a single folder.
- Good: Transactions are numbered in the journals. Just wondering about couple of things with the numbering sequence used: 1) Why not start at 1 vs 1,293? 2) Why the comma in the numbers (i.e. 1,293)?

Missing Cancelled Cheques (some may simply not have cleared yet):

- #7637 -\$2284.99
- #7645 -\$160
- #7652 -\$160
- #7656 -\$160
- #7658 -\$160

Folders

- Nicely done. Recommend continue consistently use the following order of documents in folders:

- Bank Statement (Chequing)
- Reconciliation (Summary - Chequing)
- Reconciliation (Detail - Chequing)

- Bank Statement (Cuets)
- Reconciliation (Summary - Cuets)
- Reconciliation (Detail - Cuets)

File Cuets Statements and their Reconciliations in the month they pertain to.

At back, source documents (invoices, chq stubs etc).

- Nicely done. For reference, auditor was provided with a list of Account names, their numbers and sub-letters.

J-CH (Journal-cheques)

- Ch #7628 \$315 20202-06-23 not recorded

- Looks like the first sheet (both sides) is redundant. The second sheet is the same except for one transaction (the very first one – 1,293). {the first sheet shows pg 1 of 28 and pg 2 of 28. The second sheet shows pg 1 of 15 then carries on sequentially from there.}

- 'Funds Transfer' – (1,309 1,310 1.321 1,333) – should be information in the memo column explaining what this is for.

- TR# 1,337 2019-10-31 shows \$57.80 in Journal-cheques but \$61.80 in P&L Detail (may be due to splits that are not explained/specified in the documents)

- TR# 1,368 \$13.58 in Journal-cheques but \$9.41 in P&L Detail (may be due to splits that are not explained/specified in the documents)

- Mislabeled account number on Telephone transactions: TR#1327 as one example: looks like the 6I's in the journal should be 6J for Telephone

J-CC (Journal-cr. card)

- 'Deposit' – they don't indicate what for? Or if they are a combination of deposits? Memo columns are blank?

PL-DET (P&L Detail:Ledger)

- The transaction numbers from all journals (chequing & collabria) should be shown/carried onto the P&L Detail as well. This makes for easy and clear tracing of transactions from journals to the P&L Detail.

Trial Balance

- BS = \$75,503.25 TB = \$68,016.89 (it's including uncleared transactions)

Any questions or comments, email pflasko@outlook.com.