

**Poway Unified School District Foundation**  
JH Cohn Presentation Checklist - May 2, 2012

**Organization Structure**

- Federal identification number
- 501(c)(3) status
- Determination letter
- Bylaws
- Board of Directors

**Board Governance**

- Minutes
- Bank accounts
- Conflict of interest policy
- Investment and spending policy
- Whistleblower policy
- Document retention policy

**Board Financial Oversight**

- Review budgets and financial statements
- Budget to actual analysis
- Review and approve tax and information returns

**Financial Operations**

- Use of accounting program
- Standard chart of accounts
- Bank reconciliations
- Prepare monthly financial statements
- Prepare budget to actual report
- Prepare tax and information returns

**Internal Controls**

- Segregation of duties and controls over cash
- Dual custody
- Use of pre-numbered control totals
- Reconcile deposit totals
- Inventory controls
- Review of bank reconciliations
- Review of credit card usage
- Control over expenditures
- Maintain financial records
- Donor letters and restrictions
- Written policy manuals