

Financial Review

_____ PTA/PTSA

FISCAL YEAR _____ BANK _____

Beginning Treasurer's Book Balance as of 7/1/_____ A \$ _____

Total Income (Receipts) \$ _____

State & National Dues Collected (subtract) - \$ _____

Income used for reporting to IRS = B \$ _____

Total Disbursements \$ _____

State & National Dues paid (subtract) - \$ _____

Expenses used for reporting to IRS = C \$ _____

Ending Treasurer's Book Balance as of 6/30/_____ D \$ _____

(Line A plus B minus C should equal this amount).

This amount should equal Line D

Last Bank Statement Balance - Checks not cleared = Ending Treasurers Book Balance

+Deposits not cleared

\$ _____ (-/+) _____ = \$ _____ = D

List of checks not cleared attached

Check Treasurer's records for the following:

Yes No

- | | | |
|-----|-----|--|
| ___ | ___ | 1. All Checks have an invoice or receipt. |
| ___ | ___ | 2. All Receipts have a signed Reimbursement form. |
| ___ | ___ | 3. All Checks are recorded in a journal/spreadsheet with an explanation. |
| ___ | ___ | 4. All Deposits are recorded in a journal/spreadsheet with an explanation. |
| ___ | ___ | 5. All Deposits are made in a timely manner. |
| ___ | ___ | 6. All cancelled checks have the required 2 signatures. |
| ___ | ___ | 7. Bank Statements have the school address as the primary address. |
| ___ | ___ | 8. The Bank Account is reconciled monthly with the Treasurer's Ledger. |

- 9. Monthly Treasurer Reports are done summarizing all receipts and disbursements.
- 10. All Bank statements for the Fiscal Year are available.
- 11. Expenses are reasonable and within the approved Budget.
- 12. A Copy of the Annual Report is attached (showing all Income/Expenses for the Fiscal Year).
- 13. The monthly bank statements must be reviewed and signed by someone who does not have authorization to sign checks.

Federal taxes for the fiscal year have been completed – 990N (E Postcard) or 990EZ with Schedules A & G
(Circle one)

Comments: _____

We have reviewed the Treasurer’s books of _____ PTA/PTSA from _____ to _____ . Beginning with Check # _____ and ending with Check # _____ .

- We feel the Books are in order.
- We feel the Books are in order, except for the comments listed above.
- We feel the Books are incorrect.

Reviewed By: _____

Date: _____

Review must be signed.

The completed Review form must be attached to your PTA/PTSA Insurance Application. The Review, Proposed Budget and Annual Report must be approved by the General Membership yearly. Copies of the Review, Budget, Annual Report and all Monthly Treasurer’s Reports must be given to the President, Secretary and Principal.