

PTA FINANCIAL REVIEW REPORT FORM



PTA/PTSA Name _____ PTA District # _____ PTA Council _____
 Address _____ Date ____ / ____ / ____

Please complete this form in its entirety.

Beginning Balance on Hand <i>(final balance as of the date of the last audit)</i>	\$.
Total Receipts <i>(all income/deposits from date of last audit to date of current audit)</i>	+ \$.
Total Cash Received this Fiscal Year	= \$.
Total Disbursements <i>(all payments/withdrawals from date of last audit to date of current audit)</i>	- \$.
CURRENT BALANCE ON HAND <i>(beginning balance plus all revenue less all expenditures)</i>	= \$.

Last Bank Statement Balance	\$.
Total Checks Outstanding <i>(list check numbers and amounts on back if necessary)</i>	+ \$.
Balance in Checking/Savings Accounts	= \$.

Date(s) and Time(s) Financial Review Performed:

Date ____ / ____ / ____ Time ____ AM/PM to ____ AM/PM
 Date ____ / ____ / ____ Time ____ AM/PM to ____ AM/PM
 Date ____ / ____ / ____ Time ____ AM/PM to ____ AM/PM

We have examined the books of the Treasurer of _____ PTA/PTSA
 and have found them to be:

- Correct**
 Incomplete
 Incorrect
 Substantially correct (with the following adjustments)

Reviewed by: 1) _____ Signature _____
Please print name

2) _____ Signature _____
Please print name

3) _____ Signature _____
Please print name

This report should be presented to the local unit board by a member of the Financial Review Committee. The presiding officer should then call for the appropriate action.