

**TREASURER**

**Financial Review Checklist**

Name of Unit: \_\_\_\_\_ PTA Dist. \_\_\_\_ Year Being Reviewed: \_\_\_\_\_

- |    |   | YES   | NO    |
|----|---|-------|-------|
| 1. | Does the PTA unit/council have its IRS employer identification number? (EIN) Number _____ | _____ | _____ |
| 2. | Does the PTA unit/council have South Carolina Sales Tax Exemption? Number _____           | _____ | _____ |
| 3. | Does the PTA unit/council have liability and bonding insurance?                           | _____ | _____ |

**Income**

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Was all the income properly allocated and categorized in accordance with the budget?           | _____ | _____ |
| 2. | Did each deposit slip match the bank statement, the checkbook and the total income of the unit | _____ | _____ |

**Expenditures**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Were all expenditures properly allocated and categorized in accordance with the budget? | _____ | _____ |
| 2. | Is there a proper bill or voucher for each expenditure?                                 | _____ | _____ |
| 3. | Was each expenditure a part of the budget?  | _____ | _____ |

**Internal Revenue Service**

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Did the unit/council receive more than \$25,000 in gross income? | _____ | _____ |
| 2. | If YES, did the unit/council file a Form 990 with the IRS?       | _____ | _____ |

**Checks/Banking**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Were all checks properly signed by authorized unit officers?                      | _____ | _____ |
| 2. | Were all checks sequentially numbered?  | _____ | _____ |
| 3. | Were all checks/disbursements accounted for?                                      | _____ | _____ |
| 4. | Were all bank statements properly reconciled on a monthly basis by the treasurer? | _____ | _____ |

**Budgets/Reports**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Is there an approved motion in the minutes for the budget?  | _____ | _____ |
| 2. | Did the treasurer submit regular written financial reports? | _____ | _____ |
| 3. | Were the financial records maintained in an orderly manner? | _____ | _____ |

**Explain all "No" Responses**

Reviewed on \_\_\_\_\_ Balance on hand \$ \_\_\_\_\_  
(date)

by: 1) \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
2) \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
3) \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Financial Review Committee Recommendations**

**Attach the final bank reconciliation and the final treasurer's report to this checklist.**

**TREASURER**

**PTA FINANCIAL REVIEW REPORT FORM (replaces Sample Form 4)**

Local PTA Name \_\_\_\_\_

Council \_\_\_\_\_

Date \_\_\_\_\_

Balance on Hand (date of last audit) \_\_\_\_\_

Receipts (from last audit to date of audit) \_\_\_\_\_

Total Cash \_\_\_\_\_

Disbursements (from last audit to date of audit) \_\_\_\_\_

Balance on Hand (date of audit) \_\_\_\_\_

Latest Bank Statement Balance \_\_\_\_\_

Total Checks Outstanding \_\_\_\_\_

(List check numbers and amounts on back if necessary)

Balance in Checking account \_\_\_\_\_

Date of Audit \_\_\_\_\_

We have examined the books of the Treasurer of \_\_\_\_\_ PTA  
and find them to be (please choose one of the following to complete the sentence):

Correct: \_\_\_\_\_

Incomplete: \_\_\_\_\_

Substantially correct with the following adjustments:

Incorrect: \_\_\_\_\_

Date Financial Review Completed: \_\_\_\_\_

Signatures \_\_\_\_\_

(The report should be presented to the board by a member of the financial review committee.  
The presiding officer should then call for the appropriate action.)