



## 2017-2018 PTA/PTSA Financial Review Form

PTA/PTSA Name \_\_\_\_\_ School \_\_\_\_\_

Time Frame Being Reviewed (i.e. July 1, 2016 - June 30, 2017) \_\_\_\_\_

|  |        |        |      |        |        |      |        |        |      |     |        |   |    |
|--|--------|--------|------|--------|--------|------|--------|--------|------|-----|--------|---|----|
| Balance on Hand (date of last review)                                  |        |        |      |        |        |      |        |        |      |     |        |   | \$ |
| Receipts (from last review to date of this review)                     |        |        |      |        |        |      |        |        |      |     |        | + | \$ |
| Total Cash   |        |        |      |        |        |      |        |        |      |     |        | = | \$ |
| Disbursements (from last review to date of this review)                |        |        |      |        |        |      |        |        |      |     |        | - | \$ |
| Balance on Hand (date of this review)                                  |        |        |      |        |        |      |        |        |      |     |        | = | \$ |
| Latest Bank Statement Balance  |        |        |      |        |        |      |        |        |      |     |        |   | \$ |
| Checks Outstanding:<br>(List dates, check numbers, and amounts)        |        |        |      |        |        |      |        |        |      |     |        |   |    |
| Date   | No.    | Amount | Date | No.    | Amount | Date | No.    | Amount | Date | No. | Amount |   |    |
|  |        |        |      |        |        |      |        |        |      |     |        |   |    |
|  |        |        |      |        |        |      |        |        |      |     |        |   |    |
| Total Amount of Checks Outstanding                                     |        |        |      |        |        |      |        |        |      |     |        | - | \$ |
| Deposits Made Since Latest Bank Statement:<br>(List dates and amounts) |        |        |      |        |        |      |        |        |      |     |        |   |    |
| Date   | Amount |        | Date | Amount |        | Date | Amount |        |      |     |        |   |    |
|  |        |        |      |        |        |      |        |        |      |     |        |   |    |
| Total Deposits Since Latest Bank Statement                             |        |        |      |        |        |      |        |        |      |     |        | + | \$ |
| Current Balance in Checking Account                                    |        |        |      |        |        |      |        |        |      |     |        | = | \$ |

Financial Review was conducted on \_\_\_\_\_ . We have examined the books of the

\_\_\_\_\_ PTA/PTSA and find them to be:

- correct  
  incomplete  
  incorrect  
  substantially correct (with the following adjustments)

Reviewed by:

Please print name:

Signature:

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

*This report should be read by a member of the financial review committee or the secretary at the first general membership meeting of the next fiscal year. The presiding officer should then call for the appropriate action.*

