



## 2018-2019 PTA/PTSA Financial Review Form

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

**Time Frame Being Reviewed (i.e. July 1, 2017 - June 30, 2018)** \_\_\_\_\_

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: (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: (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.) _____<br>2.) _____<br>3.) _____ | _____<br>_____<br>_____ |
|-------------------------------------|-------------------------|

*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.*