



PTA/PTSA Financial Review Form

Local PTA/PTSA Name _____ School District _____

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: (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												=	\$

Date Financial Review Conducted: _____

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.