

Required Financial Review Form 2015-2016

Submit Financial Review Form to Principal of your school

Per "Kentucky Department of Education Accounting Procedures Redbook" Regulations each PTA/PTSA must submit an annual financial report to the Principal of your school by July 15th.

Mail Financial Review Form to Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601

Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with Kentucky PTA by **July 15th** of each year to remain a "unit in good standing".

Financial Review Report Form for the Local PTA/PTSA

Name of PTA/PTSA _____ PTA District ____ County _____

EIN _____ - _____ This financial review is for the 2015-2016 fiscal PTA/PTSA year.

(For PTAs/PTSAs this will be July 1, 2015 through June 30, 2016. Check your bylaws if unsure.)

1. Beginning Balance (as of last date covered by last financial review) \$ _____
2. Receipts (total receipts from the beginning to the end of the period covered by this financial review) _____
3. Total Cash Available (add number 1 and number 2) _____
4. Disbursements (total disbursements from the beginning to the end of the period covered by this financial review) _____
5. Ending Balance (subtract number 4 from number 3) _____
6. Bank Statement Balance (for last month covered by this financial review) _____
7. Checks Outstanding _____

 Total Checks Outstanding \$ _____
8. Deposits Outstanding _____

 Total Deposits Outstanding \$ _____
9. Bank Account Balance (Subtract number 7 from number 6, Add Number 8) \$ _____

Date of financial review: _____

We have examined the books of _____ PTA/PTSA for the financial year 2015-2016 and find them to be: (Please choose one)

___ Correct ___ Substantially Correct ___ Incomplete ___ Incorrect

Substantially correct with the following adjustments: _____

Comments: _____

Review Committee: Consists of 3 people who do not have check signing authority (Optional: professional auditor)

Signatures: Financial Review Committee Chair (or professional auditor) _____

2. (Member) _____ 3. (Member) _____

This Financial Review information should be presented to the PTA/PTSA at its first general meeting after the completion of the financial review. Remember to mail this report to Kentucky PTA and keep copies for your records.

ALL PTAs/PTSAs MUST FILE FORM 990, 990EZ, or 990N with IRS by November 15th of each year.

See Part 4 – Financial Matters for more details on filing 990s