

KY PTA Financial Review Form

District: _____ PTA/PTSA Name: _____ EIN # _____
 Financial Year of : _____

Financial Review Items Presented in Treasurer's Records to the Review Committee	Yes	No	Total
<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget <input type="checkbox"/> Last Financial Review <input type="checkbox"/> Ledger/Checkbook Register <input type="checkbox"/> Cancelled Checks (Including Voids) if not included on Bank Statements <input type="checkbox"/> Bank Statements, bank books, and deposit slips <input type="checkbox"/> Receipts/Bills <input type="checkbox"/> Authorizations for Payment/Check Requests <input type="checkbox"/> Executive & Board Minutes <input type="checkbox"/> IRS Forms (990/990ez/99N)			
Treasurer/Person Name Turning Over Records _____		Date _____	
Beginning Balance Records			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the ending balance of the last financial review. Put this amount in the total line to the right.			-
Income			
2. Funds Received Forms used and signed by two people when counting money.			
3. Deposits properly supported.			
4. All bank interest recorded.			
5. Income received matches deposits recorded in checkbook register/ledger and treasurer reports. Put total deposit in total line to the right.			-
Payments			
6. All Request for Payments were approved and signed by President.			
7. All Request for Payments have receipts/bills attached.			
8. All bank charges were recorded.			
9. All Checks were signed by 2 check signers			
10. Credit Card Statement Reconciliation per Credit Card Policy			
11. All Request for Payments match checks written. Put total payments in total line to the right.			-
Bank Reconciliation			
12. All bank statements reconciled by treasurer since last Financial Review and reviewed monthly by a non-check signer.			
13. Ending balance per bank. Put the ending balance on the line to the right.			-
14. Outstanding deposits that have not cleared the bank. Put the total amount to the line to the right.			-
15. Outstanding checks that have not cleared the bank. Put the total amount to the line to the right.5			-
16. Reconcile - Add Line 13 with Line 14 and subtract Line 15. Put the total amount to the line to the right.			-
Treasurer Report			
17. Given at each PTA/PTSA Board Meeting			
Financial Review Reconciliation & Recommendations			
18. Reconcile. Add Line 1 with Line 5 and subtract Line 11. This should equal Line 16.			-
All "no" answers should be included in report as recommendations to change financial procedures. If mismanagement is suspected - contact KY PTA immediately. Review should be turned into PTA President and school Principal. This along with any report and the Actual v/s Budget Report ending June 30th; should be uploaded into MemberHub. Due July 15th.			
These records were reviewed by the following individuals on the Financial Review Committee (3 Adults - non check signers, not related to check signers, or a certified accountant). Print Name, Sign Name, and Date.			
1. _____			
2. _____			
3. _____			