



2023-2024 PTA/PTSA Financial Review Form

PTA/PTSA Name _____ School _____

Time Frame Being Reviewed (i.e. July 1, 2023 - June 30, 2024) _____

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)																																						
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Date</th><th>No.</th><th>Amount</th><th>Date</th><th>No.</th><th>Amount</th><th>Date</th><th>No.</th><th>Amount</th><th>Date</th><th>No.</th><th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date	No.	Amount	Date	No.	Amount	Date	No.	Amount	Date	No.	Amount																										
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)																																						
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Date	Amount	Date	Amount	Date	Amount																																	
Total Deposits Since Latest Bank Statement	+	\$																																				
Current Balance in Checking Account	=	\$																																				

Financial Review was conducted on (date) _____. 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.) _____

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.