

PTA FINANCIAL REVIEW REPORT FORM

Local PTA/PTSA Name _____ Date _____

Balance on Hand (date of last review) \$ _____
Receipts (from last review to date of review) \$ _____
Total Cash (first 2 lines added together) \$ _____
Disbursements (from last review to date of review) \$ _____
Balance on Hand (date of review) \$ _____
Latest Bank Statement Balance \$ _____
Checks Outstanding: *(List check numbers and Amount)*

Total Checks Outstanding \$ _____
Balance in Checking Account \$ _____

Date of Review _____

We have examined the books of the treasurer of _____ PTA/PTSA
and find them to be *(please choose and indicate one of the following to complete the sentence)*:

- correct. incomplete.
 substantially correct with the following adjustments:

- incorrect.

Date review completed _____

Reviewer Signature _____ Print Name _____

Reviewer Signature _____ Print Name _____

The auditor (person completing/reviewing financial review) must not be on the board, not a signer on bank accounts and not related to the treasurer. It doesn't need to be a CPA and we don't want the local units to spend money on this. Just someone with an accounting background or treasurer background to review and sign the financial review.

(The report should be read by a member of the reviewing committee or the secretary. The presiding officer should then call for the appropriate action. A copy of this form should be sent to the Montana PTA Office upon approval.)