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**2021-2022 PTA/PTSA Financial Review Form**

**PTA/PTSA Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Frame Being Reviewed (i.e. July 1, 2021 - June 30, 2022) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **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** | **+** | **$** |
| **Current Balance in Checking Account** | **=** | **$** |

**Financial Review was conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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.***