

PTA/PTSA ANNUAL FINANCIAL REVIEW FORM

PTA/PTSA Name: _____

Fiscal Year Covered by Financial Review: July 1, 20____ to June 30th 20____

Check numbers covered by this Financial Review: Beginning check# _____ Ending check# _____

1. BALANCE ON HAND (at time of last Financial Review on June 30th of previous year) \$ _____

2. RECEIPTS/INCOME received since last Financial Review \$ _____

3. TOTAL CASH (add Line 1 and Line 2 together for Total Cash) \$ _____

4. EXPENSES/DISBURSEMENTS since the last Financial Review \$ _____

5. BALANCE ON HAND as of date of Financial Review (subtract Line 4 from Line 3) \$ _____

6. ENDING BANK STATEMENT BALANCE as of June 30, 20____ \$ _____

7. OUTSTANDING CHECKS (write total amount of outstanding checks) \$ _____

Date of Check	Check #	Amount of Transaction	Date of Check	Check #	Amount of Transaction

8. Balance in Checking Account (Subtract Line 7 from Line 6) \$ _____

***** Line 5 and Line 8 must be the same to balance the PTA books to the bank account. *****

If receipts reported on line 2 is \$50,000 or greater, and your average gross receipts for the past 3 years are \$50,000 or more, YOU MUST COMPLETE THIS SECTION below to calculate the Gross Income and Total Expenses to be used on your IRS Form 990-EZ or 990 (long form).

9. Total Members Paid for this Fiscal Year x \$4.25 = (payments made to Free State PTA) \$ _____

10. Subtract line 9 from line 2 to calculate **Gross Receipts to be used for IRS reporting on Form 990** \$ _____

(If this number is less than \$50,000, you are able to file the 990-N)

11. Subtract line 9 from line 4 to calculate **Total Expenses to be used for IRS reporting on Form 990** \$ _____

PLEASE CHECK ONE:

- ☐ We have reviewed the books and find them to be correct.
- ☐ We have reviewed the books and found the following problems and or/make these suggestions.
- ☐ We have reviewed the books and found significant problems that must be reported to Free State PTA immediately for assistance.

COMMENTS REQUIRED: If the financial committee finds missing funds, inadequate records, or if standard best practices and accounting procedures are not used, this information must be detailed on attached findings and recommendations.

We have attached our findings/recommendations to this form.

A copy of the signed and dated Financial Review Report along with the accompanying Annual Financial Report must be supplied to Free State PTA by October 31st annually. Once a 990 is filed with the IRS, on or before November 15, you must forward an "Accepted" copy of the 990-N or a complete signed and dated copy of the 990-EZ or 990 to Free State PTA. Include copies of all 990-EZ and 990 Schedules.

Reviewer Signature/Date

Reviewer Signature/Date

Reviewer Signature/Date

Printed Name of Reviewer

Printed Name of Reviewer

Printed Name of Reviewer

Current President's Signature

Current Treasurer's Signature

Date