

DESCRIPTION	YES	NO	N/A
Financial Records Provided: List missing records/forms not completed on recommendation report.	☐	☐	
☐ Bylaws & Standing Rules ☐ Budget(s) ☐ Last Financial review Report ☐ Ledger ☐ Checkbook register ☐ Cancelled checks (including voids) ☐ Authorizations for Payment ☐ Cash Verification Forms ☐ Bank statements, bank books and deposit slips ☐ Bank Reconciliations ☐ Receipts/bills ☐ Cash receipts ☐ Executive board minutes ☐ Association minutes ☐ Committee reports ☐ Treasurer Reports (Board & Association) ☐ Financial Secretary Records ☐ Annual Financial Report ☐ Workers' Compensation Annual Payroll Report form ☐ IRS Forms 990/990EZ/990N ☐ State Form 199 ☐ State Form RRF-1 ☐ State Form TR-1 (if required) As required for PTAs with employees or independent contractors: ☐ IRS Form 941 ☐ IRS Form 1099 ☐ State Form DE-6 ☐ State Form DE-542 ☐ Other: _____			
Beginning Balance Records			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last financial review	☐	☐	
Bank Reconciliation			
1. All bank statements opened, reviewed, signed & dated monthly by non-check signer	☐	☐	
2. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer	☐	☐	
3. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)	☐	☐	
4. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)			
a) Recorded in checkbook register	☐	☐	
b) Recorded in ledger in proper line items/categories/columns	☐	☐	
c) Agree with treasurer reports	☐	☐	
5. Electronic payments and deposits recorded in checkbook register, ledger and treasurer reports	☐	☐	
6. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	☐	☐	
Membership			
1. Amount recorded and deposited equals total number of memberships received # _____ (members) @ \$ _____ (membership dues listed in bylaws) = \$ _____	☐	☐	
2. Amount forwarded to next level PTA equals total number of memberships received # _____ (members) @ \$ _____ (per capita amount listed in bylaws) = \$ _____	☐	☐	
Insurance – premium(s) forwarded to next level PTA by due date	☐	☐	
Minutes			
1. Original budget and updates/changes approved by association and recorded in minutes	☐	☐	
2. Funds released by association and recorded in minutes as released	☐	☐	
3. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	☐	☐	
4. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	☐	☐	
5. Committee minutes record plans, proposed expenditures, and total of monies earned	☐	☐	☐
Authorizations for Payment (signed by secretary and president)	☐	☐	
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)	☐	☐	
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)	☐	☐	
3. Authorizations match checks written	☐	☐	
Income			
1. Deposits properly supported	☐	☐	
2. Cash Verification Forms used with two people counting money and signing	☐	☐	
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	☐	☐	
4. Designated income spent as specified	☐	☐	
Financial Secretary Reports			
1. Filed for every association and board meeting	☐	☐	☐
2. Receipts/Deposits agree with ledger & register	☐	☐	☐
Treasurer Reports			
1. Filed for every association and board meeting	☐	☐	
2. Agree with ledger and checkbook register	☐	☐	
3. Annual Financial Report	☐	☐	
Committee Reports			
1. Committee reports for all fundraisers submitted or report in minutes.	☐	☐	☐
Reporting Forms and Tax Returns			
1. Verify that all forms have been filed annually (if required)	☐	☐	
Financial Review Reports			
1. Financial review done semiannually	☐	☐	
2. Financial review reviewed by review committee or conducted by qualified accountant	☐	☐	
3. Present written report with recommendations to executive board	☐	☐	
4. Present financial review report to association for adoption	☐	☐	
5. Forward report to the next level PTA	☐	☐	
Financial review Recommendations			
All "No" answers should be included in the report as recommendations to change financial procedures. At the completion of the financial review, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the financial review concludes on			

all records. Sign & date the audited materials.			
Mismanagement – Is mismanagement suspected? (Contact district PTA president immediately for assistance if yes.)	☐	☐	

Fig. F-5 Financial review Checklist