

# sample PTA financial review form

local PTA name/unit code \_\_\_\_\_ date \_\_\_\_\_

council \_\_\_\_\_ region \_\_\_\_\_

Balance on Hand (date of last review) ..... \$ \_\_\_\_\_  
 Receipts (from last review to date of review) ..... \$ \_\_\_\_\_  
 Total Cash ..... \$ \_\_\_\_\_  
 Disbursements (from last audit to date of review) ..... \$ \_\_\_\_\_  
 Balance on Hand (date of review)..... \$ \_\_\_\_\_  
 Latest Bank Statement Balance ..... \$ \_\_\_\_\_  
 Checks Outstanding:  
 (List check numbers) ..... (amounts)  
 Total Checks Outstanding ..... \$ \_\_\_\_\_  
 Balance in Checking Account..... \$ \_\_\_\_\_

Date of Audit .....date

We have examined the books of the {school name} PTA and find them to be  
 (please choose one of the following to complete the sentence):

correct.

incomplete.

substantially correct with the following adjustments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

incorrect.

Date review completed \_\_\_\_\_

Reviewers' signatures \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(The report should be read by a member of the auditing committee or the secretary. The presiding officer should then call for the appropriate action.)