**(NAME) PTA Annual Financial Review**

**Date of Financial Review/Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Balance on Hand from the last financial review/audit………………….$\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipts from the last financial review/audit until today (deposits).......$\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Cash (add first 2 lines).……………………………………………...$\_\_\_\_\_\_\_\_\_\_\_\_**

**Disbursements from the last financial review/audit today (expenses)....$\_\_\_\_\_\_\_\_\_\_\_\_**

**Balance as of Today (subtract Disbursements from Total Cash).………$\_\_\_\_\_\_\_\_\_\_\_**

**Latest Bank Statement Balance…………………………………………...$\_\_\_\_\_\_\_\_\_\_\_**

**Outstanding Checks (if any):**

**Check #: Amount: Check #: Amount:**

**\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**Total Outstanding Checks: $\_\_\_\_\_\_\_\_\_\_\_**

**Balance in Checking Account today: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We have examined the books of the (NAME) PTA and find them to be (please choose only one to complete the sentence):**

**Correct. Incomplete. Incorrect. Substantially correct, with the following adjustments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**20XX-20XX (NAME) PTA Financial Review/Audit Committee:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PTA Member & Non-signer #1**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PTA Member & Non-signer #2**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PTA Member & Non-signer #3**