

# PTA FINANCIAL REVIEW REPORT FORM

Local PTA/PTSA Name \_\_\_\_\_ Date \_\_\_\_\_

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Balance on Hand (date of last review) . . . . . \$ \_\_\_\_\_  
Receipts (from last review to date of review) . . . . . \$ \_\_\_\_\_  
Total Cash (first 2 lines added together) . . . . . \$ \_\_\_\_\_  
Disbursements (from last review to date of review) . . . . . \$ \_\_\_\_\_  
Balance on Hand (date of review) . . . . . \$ \_\_\_\_\_  
Latest Bank Statement Balance . . . . . \$ \_\_\_\_\_  
Checks Outstanding: *(List check numbers and Amount)*

Total Checks Outstanding . . . . . \$ \_\_\_\_\_  
Balance in Checking Account . . . . . \$ \_\_\_\_\_

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Date of Review \_\_\_\_\_

We have examined the books of the treasurer of \_\_\_\_\_ PTA/PTSA  
and find them to be *(please choose and indicate one of the following to complete the sentence):*

- correct.                       incomplete.  
 substantially correct with the following adjustments:

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

- incorrect.

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

Reviewer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Reviewer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

The auditor (person completing/reviewing financial review) must not be on the board, not a signer on bank accounts and not related to the treasurer. It doesn't need to be a CPA and we don't want the local units to spend money on this. Just someone with an accounting background or treasurer background to review and sign the financial review.

*(The report should be read by a member of the reviewing committee or the secretary. The presiding officer should then call for the appropriate action. A copy of this form should be sent to the Montana PTA Office upon approval.)*