

2009-2010 ANNUAL FINANCIAL REVIEW

Name of PTA/PTSA/Council _____ Region _____

- | | | |
|---|-------|----------|
| 1. Beginning Balance (as of the last date covered by last audit) | | \$ _____ |
| 2. Receipts (total receipts from beginning to the end of fiscal year) | | \$ _____ |
| 3. Total Cash (add line 1 and line 2) | | \$ _____ |
| 4. Disbursements (total disbursements from beginning to end of fiscal year) | | \$ _____ |
| 5. Ending Balance (subtract line 4 from line 3) | | \$ _____ |
| | | |
| 6. Bank Statement Balance (from the last month covered of fiscal year) | | \$ _____ |
| 7. Outstanding Checks | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| Total Outstanding Checks | | \$ _____ |
| 8. Outstanding Deposits | _____ | _____ |
| | _____ | _____ |
| Total Outstanding Deposits | | \$ _____ |
| 9. Account Balance (subtract lines 7 from line 6, then add line 8) | | \$ _____ |
| (balances in line 5 and line 9 should match) | | |

Date of Review _____

We have examined the books of _____ for the fiscal year of 2009-2010 and find them to be: (Please choose one)

Correct
 Substantially Correct
 Incomplete
 Incorrect

Substantially correct with the following adjustments: _____

Comments: _____

Signatures of Review Committee:

1. Chair. _____
2. Member _____
3. Member _____

- The financial review/audit should be conducted at the close of the PTA's fiscal year.
- This report should be presented for adoption by the general membership at the first general meeting following the review.
- Mail a copy of this report, the Treasurer's Annual Financial Report and required IRS form 990 or e-postcard to Missouri PTA by December 1.
- Keep copies for your records.