

# Required 2015-2016 Financial Review Form

## **Submit Financial Review Form to Principal of your School**

Per "Kentucky Department of Education Accounting Procedures Redbook" Regulations each PTA/PTSA must submit an annual financial report to Principal of your School by **July 15**

## **Mail Financial Review Form to Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601**

Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with Kentucky PTA by **July 15** each year to remain a "unit in good standing."

### **Financial Review Report Form for the Local PTA/PTSA**

Name of PTA/PTSA \_\_\_\_\_ PTA District \_\_\_\_ County \_\_\_\_\_

EIN \_\_\_\_ - \_\_\_\_\_ This financial review is for the 2015-2016 fiscal PTA/PTSA year.

(For most PTAs/PTSAs this will be July 1, 2015 through June 30, 2016. Check your bylaws if unsure.)

1. Beginning Balance (as of last date covered by last financial review) \$ \_\_\_\_\_

2. Receipts (total receipts from the beginning to the end of the period covered by this financial review) \_\_\_\_\_

3. Total Cash Available (add number 1 and number 2) \_\_\_\_\_

4. Disbursements (total disbursements from the beginning to the end of the period covered by this financial review) \_\_\_\_\_

5. Ending Balance (subtract number 4 from number 3) \_\_\_\_\_

6. Bank Statement Balance (for last month covered by this financial review) \_\_\_\_\_

7. Checks Outstanding \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Checks Outstanding \$ \_\_\_\_\_

8. Deposits Outstanding \_\_\_\_\_

\_\_\_\_\_

Total Deposits Outstanding \$ \_\_\_\_\_

9. Bank Account Balance (Subtract number 7 from number 6, Add number 8) \$ \_\_\_\_\_

Date of financial review: \_\_\_\_\_

We have examined the books of \_\_\_\_\_ PTA/PTSA for the

**financial year 2015-2016** and find them to be: (Please choose one)

\_\_\_ Correct \_\_\_ Substantially Correct \_\_\_ Incomplete \_\_\_ Incorrect

Substantially correct with the following adjustments: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

Review Committee: Consists of 3 people who do not have check signing authority (Optional: professional auditor)

Signatures: Financial Review Committee Chair (or professional auditor) \_\_\_\_\_

2. (member) \_\_\_\_\_ 3. (member) \_\_\_\_\_

**This Financial Review information should be presented to the PTA/PTSA at its first general meeting after the completion the financial review.**

**Remember to mail this report to Kentucky PTA and keep copies for your records.**

**ALL PTAs/PTSAs MUST FILE FORM 990, 990EZ, OR 990N WITH IRS BY 11/15/2016**

**See Part IV Financial Matters for more detail on the Financial Review Form**