

## Required Financial Review Form for the 2017-2018 school year

**Mail Financial Review Form to Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654**  
 Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with  
 Kentucky PTA by **July 15<sup>th</sup>** of each year to remain a “unit in good standing”.  
 Submit a copy of the completed Financial Review Form to the principal of the school by July 15<sup>th</sup>.

<b>Financial Review Form for the Local PTA/PTSA</b>			
Name of PTA/PTSA _____		PTA District ____	County _____
EIN _____ - _____			
This financial review is for the fiscal PTA/PTSA year of July 1, 2017 through June 30, 2018.			
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			
<b>financial year 2017-2018</b> and find them to be: (Please choose one)			
<input type="checkbox"/> Correct <input type="checkbox"/> Substantially Correct <input type="checkbox"/> Incomplete <input type="checkbox"/> 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) _____			
(Member) _____		(Member) _____	
<b>This Financial Review information should be presented to the PTA/PTSA at its first general meeting after the completion of the financial review. Remember to mail this report to Kentucky PTA, give a copy to the principal, and keep copies for your records.</b>			

**ALL PTAs/PTSAs MUST FILE FORM 990, 990EZ, or 990N with IRS by November 15<sup>th</sup> of each year.**  
 See Part 4 – Financial Matters for more details on filing 990s