

** Treasurers: The items below need to be shared with your financial review committee for them to answer the questions in the review packet. **

Financial Documents List

1. Monthly <i>Non-Signer</i> Review of Financial Statement forms - signed by non-signer	14. Tax remittance receipt (if PTA has an ongoing place of business)
2. General Membership and Board of Directors meeting minutes	15. WA Secretary of State (SOS) Annual Renewal filing
3. Monthly reconciliation reports	16. Washington Charitable Organization Registration/Renewal
4. Monthly treasurer reports	17. Standing Rules
5. End of year financial report	18. Financial policies
6. Monthly financial statements – this should include all checking, savings, investment, secured credit, and online accounts	19. Print out from “remit membership dues” page in givebacks
7. Check duplicates (if used), check register, or digital copies of checks	20. Document from bank showing signatories
8. Payment/reimbursement form for each expenditure (organized by month)	21. All contracts
9. Membership approved budget	22. List of equipment owned by PTA
10. Deposit Slips	23. Grant forms – grants to and from the PTA
11. Deposit tally forms	24. Membership list (print out givebacks membership list)
12. Current insurance policy contract	25. Documentation on insurance claims (if any)
13. 990 filing	26. Previous Financial Review

*Reviewers: The numbers in parenthesis following each question refer to the above documents where you will find the answer. *

PTA name _____ PTA number _____ Date PTA was incorporated ____/____/____

Date of **last** review (26): _____ Period covered by last review: _____ - _____

Date of **this** review: _____ Period covered by this review: _____ - _____

- Doing a Mid-Year Review – Section 1, 2, 4
- Doing an End-of-Year Review – Section 1, 2, 3, 4

If every month being reviewed is checked off in Section 1, skip section 2

If some months are checked off in Section 1, but not all, complete section 2 for the months not checked.

Section 1

If a non-signer reviewed each month and the financial review team received copies of that **signed** form, you may move to section 3. Name of non-signer _____

Monthly Non-Signer Review of Financial Statements	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
A signed form was provided showing a non-signer reviewed the following months (1)												

Section 2

Fill out the checklist on the next page for any month that you were not provided a monthly *Non-signer Financial Review* form. Put a checkmark for each month that you answer **yes** to. If the answer is **no**, please use the space on the last page to explain.

Section 2

Fill out the checklist below for any month that you were not provided a monthly *Non-signer Financial Review* form. Put a checkmark for each month that you answer **yes** to. If the answer is **no**, please use the space on the last page to explain.

Questions	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
The treasurer prepared and distributed a monthly financial report. (2&4)												
The PTA uses a payment/reimbursement form/request for each expenditure. (8)												
The committee chair or a board member signed the reimbursement form on all expenditures. (8)												
All receipts are attached to the reimbursement form. (8)												
Every expenditure is part of the current membership approved budget. (6&9)												
All the expenditures listed on the financial statements correlate with a reimbursement form. (6&8)												
All checks are accounted for including voided checks. (3 or 7)												
No checks are written for "cash." (7)												
No checks were signed by the same person receiving the funds. (7)												

Section 2 Continued

Fill out the checklist below for any month that you were not provided a monthly *Non-signer Financial Review* form. Put a checkmark for each month that you answer **yes** to. If the answer is **no**, please use the space on the last page to explain.

Questions	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
There are no checks written to an individual for an even dollar/cent amount (ex: \$20.00). If no but not a concern, no need to put in notes below. (7)												
Dues were paid to WSPTA this month through givebacks if there were new members last month. (19&24)												
If there was a Secured Credit card, PayPal, Stripe, etc... account listed as a transaction on this month's bank statement, the statement was reviewed to ensure that all transactions match the membership approved budget. (6&9) A tally sheet is attached to every deposit. (10&11)												
All deposits on every financial institute statement agree with the entries in the reconciliation report. (3&6)												
All the ending account balances on the bank statements match the "bank statement ending balance" noted on the reconciliation report. (3&6)												

Section 2 Continued

Fill out the checklist below for any month that you were not provided a monthly *Non-signer Financial Review* form. Put a checkmark for each month that you answer **yes** to. If the answer is **no**, please use the space on the last page to explain.

Questions	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
All large fund transfers between accounts were recorded in meeting minutes. (2&6)												
If there is a secured credit card, there is no overdue balance owed. (6)												
If there is a secured credit card, there has been no cash withdrawal. (6)												
The board reviewed and renewed the PTA's insurance policy. (2&12)												
Date Paid _____												
Form 990 was submitted to the IRS. (13)												
Date Paid _____												
The Annual Renewal was filed with the Secretary of State during the month of incorporation. See date incorporated on the top of the 2 nd page. (15)												
If the PTA had an ongoing business such as a school store, concession stand, or regular popcorn sales last calendar year, the Washington State sales tax was submitted. (14)												
The Charitable Organization Registration was renewed. (16) (if applicable)												

Section 3

Answer each question below.

Is the name on all bank statements, credit cards, and digital accounts in the name of the PTA? Y N

If this PTA used a debit, secured credit, or digital payment account it is approved in the standing rules? Y N

Did the treasurer provide an end of year financial report? (5) Y N

What bank does the PTA maintain its checking account at? (6) _____

Does the PTA have a savings account? (6) Y N If yes, where? _____

Does the PTA have an investment account? (6) Y N If yes, where? _____

Is there a document from the bank showing who the account signers are? (20) Y N

Do the names in the document match the minutes authorizing the signers? (2&6) Y N

If there was an officer or signer change during the year, is there an updated bank document listing new signers? (2&6) Y N

Were there any uncleared checks older than 6 months? (3) Y N

Were all online services used by the PTA approved in the PTA's Standing Rules and policies? (6&17) Y N

Is control of the online logins and passwords explained in the PTA's Standing Rules or policies? (17&18) Y N

Does the PTA have written procedures regarding transitioning logins and passwords to the incoming board members? (17&18) Y N

Section 3 Continued

Answer each question below.

Did all contracts have signatures of two elected officers? (21) Y N

Did the PTA purchase items or equipment and donate them to the school, school district or other organization? (8&21) Y N

Was a list of all equipment owned by the PTA provided? (22) Y N

Does the PTA have a contract with the school or district allowing PTA equipment to be stored on school property? (21) Y N

Did the PTA grant money to the school, district, or another organization? (23) Y N If yes, was an invoice or receipt provided? (8&23) Y N

Did the PTA receive any grants? (23) Y N If yes, did the PTA use the funds as directed by the grantor? (8&23) Y N

Did the membership approve this year's budget before June 30th of last year? (2) Y N

What was the PTA's membership count at the end of the fiscal year? (24) _____ Does this number match the amount paid for on the givebacks report? (19) Y N

Did the PTA have a claim made against any of its insurance policies? (25) Y N

Prior to the financial review, did the treasurer provide all materials needed in a timely manner? Y N

Section 4

List any recommendations or concerns. Write on the back of this page if more space is needed. Then all committee members must sign.

Areas of concern or recommended changes from the Financial Review Committee: _____

Financial Review Committee:

Name (print): _____

Signature: _____

Name (print): _____

Signature: _____

Name (print): _____

Signature: _____