

Non-signer Review of Bank Statement

Bank statement date: _____ Date statement reviewed: _____

I verify that I have reviewed this bank statement for the following and have noted any concerns below:

- ☐ Checks appearing in non-sequential order
- ☐ Checks made out to "cash"
- ☐ Checks made payable to non-approved vendors, businesses, or individuals
- ☐ Checks written for items outside the member approved budget
- ☐ Missing check numbers
- ☐ Electronic, credit, or debit use (if not approved in PTA's Standing Rules)
- ☐ Checks made out to an individual for an even dollar/cent amount (\$20.00)
- ☐ Large fund transfer was made between accounts (like from savings or an investment account to checking)

If this PTA allows for the use of electronic payments, secured credit, or debit cards please also fill out the checklist below:

- ☐ I verify that this PTA's standing rules allow for the use of electronic payments (Paypal, Square, Stripe) /secured credit/ debit cards (circle all that apply),
- ☐ I have been given access to the monthly statement associated with the allowed account(s).

I verify that I have reviewed statements for electronic payment/credit card accounts that this PTA owns and have noted any concerns below:

- ☐ Purchases made for items outside the member approved budget
- ☐ Overdue balance on secured credit card
- ☐ There was a cash withdrawal made from the account
- ☐ The credit limit on the secured credit card is higher than what is approved in the Standing Rules

Items of concern:

Printed name of reviewer: _____

Signature: _____