PTA name and number: _____

Date of last review: _____ Period covered by last review: _____

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

If **both** a mid-year and a year-end review are done:
- During the mid-year review, complete **only** sections 1, 2, and 4a.
- During the year-end review, complete **only** sections 1, 3, and 4b.

If **only a year-end review is done**, complete **all four** sections.

Materials needed for each section:

Section 1:

☐ Most recent financial review

☐ All financial reports for current fiscal year

☐ All bank and investment statements for current fiscal year

☐ All checks, deposit slips, receipts, invoices, and all other records (checks may be accessed on bank website)

☐ Register/financial software report listing all checks written and all deposits made

☐ All monthly reconciliation reports

☐ Copy of bank signature card(s) or meeting minutes authorizing signers

☐ Minutes of all board and membership meetings for current fiscal year

☐ Documentation of any claims made against the PTA's insurance policy

☐ Copies of all contracts and grants made or received

☐ List of equipment owned by the PTA

Section 2:

☐ Minutes of all board and membership meetings from previous fiscal year

☐ Copies of application for Tax-Exempt Status (IRS Form 1023 or Form 1024), IRS Letter of Determination, copy of 990/990-EZ/990-N form filed previous year

☐ Annual/year-end treasurer's report for previous fiscal year

☐ Copy of online logins and password procedures

☐ List of online accounts maintained by the PTA

☐ Copy of the current standing rules

☐ Copy of insurance renewal

Section 3:

- ☐ Annual/year-end financial report for the current fiscal year
- ☐ Copy of Articles of Incorporation
- ☐ Current annual corporation report
- ☐ Current charitable organization registration
- ☐ Current membership report
- ☐ Sales tax filing (if any) for previous calendar year

Section 1: Both Mid-Year and Year-End Financial Review

(Note: During the year-end review, questions apply only to the period since the mid-year review if a mid-year review was done.)

		Mid-Year Y=Yes; N=No	Year-End Y=Yes; N=No
1)	**Financial Reports**		
a.	Did the treasurer prepare a detailed, written financial report (dated from the first day of the month to the last) for each of the months being reviewed?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		
b.	Were the reports clear, concise, and easily understood?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		
c.	Did the ending bank balance on each report match the beginning bank balance on the next report?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		
d.	Was a detailed, written financial report presented at each board and membership meeting, and distributed to the board in non-meeting months?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		
e.	Was a detailed, written, year-end financial report (for the most recent fiscal year ending June 30) presented at a membership meeting and distributed to the board?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		

		Mid-Year Y=Yes; N=No	Year-End Y=Yes; N=No
2)	**Banking**		
a.	Was the bank account(s) reconciled each month?	☐ Y ☐ N	☐ Y ☐ N
	If "No," explain:		

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b. Did the balance on the monthly financial reports agree with the reconciled balance on the bank statement(s)? Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

c. At the time of the review, were there any uncleared checks more than 6 months outstanding? ☐ Y ☐ N ☐ Y ☐ N

If "Yes, list the check numbers, dates, and amounts that had not cleared:

[   ]

d. Is the bank signature card for each account held up to date with names of current elected officers? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

e. Do the names on the bank signature card(s) match the PTA's minutes authorizing the signers of each account? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

f. Was the monthly bank statement reviewed, dated, and signed each month by a non-signer on the account? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

g. Was the non-signer a board member? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

3) Examination of Books and Records: Payments	**Mid-Year** Y=Yes; N=No	**Year-End** Y=Yes; N=No

a. Were all the checks imprinted with sequential numbers? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

b. Are all the checks accounted for, including any voided checks? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

c. Were all the checks signed by two elected officers of the PTA? ☐ Y ☐ N ☐ Y ☐ N

If "No," explain: [   ]

d. Were any checks signed by the same person receiving the funds? ☐ Y ☐ N ☐ Y ☐ N

If "Yes," explain: [   ]

P a g e | 3

Financial Review Checklist (2021-2022)

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e. Did the PTA use a payment/reimbursement form for each expenditure that indicates who has the authority to approve the expense?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

f. Was the amount and payee name for each expenditure matched to a proper invoice or receipt?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

g. Do the canceled checks/other expenditures on the bank statements agree with the entries in the register?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

h. Were any checks written for "cash"?

☐ Y ☐ N ☐ Y ☐ N

If "Yes," explain:

i. Was every expenditure part of the approved budget?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

4) Examination of Books and Records: Deposits

	Mid-Year Y=Yes; N=No	**Year-End** Y=Yes; N=No

a. Do the deposits on the bank statements agree with the entries in the register?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

b. Was every deposit part of the approved budget?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

c. Did two or more members of the PTA always count the funds?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

d. Was a money tally form of some kind used when counting funds?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

e. Did the treasurer always issue a receipt for any funds received?

☐ Y ☐ N ☐ Y ☐ N

If "No," explain:

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f.	Is the accounting system sufficient to maintain accurate records of income and expenses?	☐ Y ☐ N	☐ Y ☐ N

If "No," explain: [   ]

5) Contracts and Grants

		Mid-Year Y=Yes; N=No	**Year-End** Y=Yes; N=No
a.	Did all contracts have signatures of two elected officers of the PTA?	☐ Y ☐ N	☐ Y ☐ N

If "No," explain: [   ]

b.	Did the PTA purchase any items or equipment and donate them to the school, school district, or another organization?	☐ Y ☐ N	☐ Y ☐ N

If "Yes," explain: [   ]

c.	Does the PTA own any equipment?	☐ Y ☐ N	☐ Y ☐ N

If no equipment list was provided, list equipment here:

[   ]

d.	Does the PTA have a contract with the school or school district if equipment is stored on school property?	☐ Y ☐ N	☐ Y ☐ N

If "No," explain: [   ]

e.	Did the PTA grant money to the school, school district or another organization?	☐ Y ☐ N	☐ Y ☐ N

If "Yes," explain: [   ]

f.	If the PTA granted money to the school/school district, did the PTA ask for a year-end statement from the school/school district, or ask for documentation of how the money was spent?	☐ Y ☐ N	☐ Y ☐ N

If "No," explain: [   ]

g.	Did the PTA receive any grants from an outside organization?	☐ Y ☐ N	☐ Y ☐ N
	If "Yes," did the PTA use the funds in the way the grantor intended?	☐ Y ☐ N	☐ Y ☐ N

If the PTA did not use the funds as intended, explain:

[   ]

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		Mid-Year Y=Yes; N=No	Year-End Y=Yes; N=No

6) Other

a. Did the PTA have a claim made against any of its insurance policies?   ☐ Y ☐ N   ☐ Y ☐ N

If "Yes," explain: [   ]

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

If "No," explain: [   ]

c. Were there questions that could not be answered solely by an examination of the books and records?   ☐ Y ☐ N   ☐ Y ☐ N

If "Yes," explain: [   ]

Section 2: Mid-Year Financial Review

(complete with year-end review if no mid-year review done)

1) Budget   Mid-Year
                                                                                 Y=Yes; N=No

a. Was this year's budget prepared by a budget committee? (see minutes)   ☐ Y ☐ N

If "No," who prepared the budget? [   ]

b. Was the budget reviewed by the board of directors (see minutes)?   ☐ Y ☐ N

If "No," explain: [   ]

c. Did the membership approve this year's budget before June 30 of last year? (see minutes)   ☐ Y ☐ N

If "No," explain: [   ]

2) Insurance   Mid-Year
                                                                                 Y=Yes; N=No

a. Did the board and/or membership review the PTA's current insurance policy prior to renewal? (see minutes)   ☐ Y ☐ N

If "Yes," date: [   ]

If "No," explain: [   ]

b. Did the PTA purchase general liability insurance? ☐ Y ☐ N

If "Yes," amount: [ ]

If "No," explain: [ ]

c. List types of insurance purchased and amounts for each:

[ ]

3) Internal Revenue Service

Mid-Year
Y=Yes; N=No

a. What is the PTA's Employer Identification Number (EIN)? [ ]

b. Has the PTA been granted tax-exempt status?   ☐ 501(c)(3)   ☐ 501(c)(4)

If "No," explain: [ ]

c. Did the PTA's total income exceed $50,000 for the previous fiscal year (July 1 – June 30)?   ☐ Y ☐ N

If "Yes," has the PTA filed a 990-EZ or 990 form?   ☐ Y ☐ N

If "No," has the PTA filed a 990-N form?   ☐ Y ☐ N

If no 990 form was filed, explain: [ ]

4) Online Access

Mid-Year
Y=Yes; N=No

a. Is control of all online logins and passwords explained in the PTA's standing rules? (e.g. bank, PayPal, MoneyMinder, cloud storage, etc.)   ☐ Y ☐ N

If "No," explain: [ ]

b. Does the PTA have written procedures regarding logins and passwords?   ☐ Y ☐ N

If "No," explain: [ ]

c. If accessing bank accounts online, were all passwords changed once incoming officers assumed office after July 1?   ☐ Y ☐ N

If "No," explain: [ ]

d. List the online services used by the PTA (e.g. bank, PayPal, MoneyMinder, cloud storage, etc.)

[ ]

> *If this PTA has not been granted tax exempt status or did not file an IRS return for the previous fiscal year, the board of directors should contact the WSPTA office immediately.*

Section 3: Year-End Financial Review

1)   Annual/Year-End Financial Report

<div style="text-align:right">Year-End
Y=Yes; N=No</div>

a.   Did the treasurer prepare an annual/year-end detailed, written financial report covering the period of July 1 through June 30?   ☐ Y   ☐ N

If "No," explain: _____

b.   Did the income and expenses for all projects and activities fall within budgeted levels and expectations?   ☐ Y   ☐ N

If "No," explain: _____

2)   Bank Accounts

<div style="text-align:right">Year-End
Y=Yes; N=No</div>

a.   With which bank(s) does the PTA maintain its checking account?   _____

b.   Does the PTA have a savings account?   ☐ Y   ☐ N

If "Yes," name of bank: _____

If "Yes," are funds accounted for on monthly financial reports?   ☐ Y   ☐ N

If "No," explain: _____

c.   Does the PTA have any certificates of deposit or any other investment account?   ☐ Y   ☐ N

If "Yes," explain purpose: _____

If "Yes," name of bank/investment firm: _____

If "Yes," are funds accounted for on monthly financial reports?   ☐ Y   ☐ N

If "No," explain: _____

3)   Online Access

<div style="text-align:right">Year-End
Y=Yes; N=No</div>

a.   If an officer vacated a position during the year, and a new officer was elected, were the online logins and passwords changed for all applicable online accounts? (e.g. bank, PayPal, MoneyMinder, cloud storage, etc.)   ☐ Y   ☐ N

☐ Does not apply

4) **Nonprofit Corporation**

a. Is the PTA incorporated? ☐ Y ☐ N

If "Yes," date of incorporation:

If "No," explain:

b. What is the PTA's Unified Business Identifier (UBI)?

c. Was the annual corporation report filed by the deadline (end of the month of incorporation)? ☐ Y ☐ N

If "No," explain:

If this PTA is not incorporated, the board of directors should contact the WSPTA office immediately.

5) **Charitable Organization**

Year-End
Y=Yes; N=No

a. Was the PTA's total income (including all membership dues) during the fiscal year more than $50,000? ☐ Y ☐ N

b. If the PTA's total income was **under** $50,000, was an independent contractor hired to help with fundraising activities? ☐ Y ☐ N

Name of contractor:

If answer to **either** "a" or "b" was "Yes" was the PTA registered with the Washington Charities Program during the current fiscal year? ☐ Y ☐ N

If "No," explain:

If "Yes," did the PTA renew its charitable organization registration by May 31? ☐ Y ☐ N

If "No," explain:

6) **Local PTA Membership (to be answered by local PTAs only)**

Year-End
Y=Yes; N=No

a. What was the PTA's membership count at the end of the fiscal year (June 30)?

b. How many members are shown in the membership database, memberplanet, at the end of year on June 30?

c. Do the numbers on lines 6a and 6b agree? ☐ Y ☐ N

If "No," explain:

d. What was the total amount of membership dues paid to WSPTA/NPTA for the year?

Financial Review Checklist (2021-2022)

e. Does the number of PTA members of this PTA (line 6a) correspond to the total membership dues paid (line 6d)? ☐ Y ☐ N

(Note: multiply membership count (line 6a) by current WSPTA/NPTA membership dues.)

If "No," explain: [_____]

If this PTA has not yet paid for all members, the board should contact the WSPTA office immediately.

7) Sales Tax

a. Did the PTA engage in an ongoing business such as running a school store or concession stand during athletic events or holding regular popcorn sales? ☐ Y ☐ N

If "Yes," did the PTA remit Washington state sales tax for the previous calendar year by the due date of January 31? ☐ Y ☐ N

If "No," explain: [_____]

8) Balance in Accounts

Note: All questions below refer to the total from any and all bank accounts the PTA had during the most recent fiscal year.

a. Total carryover from end of previous fiscal year: [_____]

b. Total income in current fiscal year: [_____]

c. Total expenses in current fiscal year: [_____]

d. **Expected total balance in accounts at end of current fiscal year:** [_____]

e. Actual total balance in accounts at end of current fiscal year

From annual/year-end financial reports: [_____]

From bank statements: [_____]

f. Latest bank statement balance: [_____]

g. Checks outstanding (list numbers):

[_____]

h. Total amount of checks outstanding: [_____]

i. Total amount of any deposits outstanding: [_____]

j. Bank balance including outstanding items: do the amounts for all three **bolded items** agree? ☐ Y ☐ N

If "No," explain: [_____]

Section 4a: Mid-Year Financial Review Results

Explain any items of concern or recommendations from the mid-year financial review (attach an additional page if required):

Date financial review completed:		
Financial Review Committee:		
By (print):	(Sign)	
By (print):	(Sign)	
By (print):	(Sign)	

Section 4b: Year-End Financial Review Results

Explain any items of concern or recommendations from the year-end financial review (attach an additional page if required):

Date financial review completed:		
Financial Review Committee:		
By (print):	(Sign)	
By (print):	(Sign)	
By (print):	(Sign)	