

Sample Review Checklist

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Response		
Yes	No	
FINANCIAL CONTROLS		
		The check signature cards are up to date at the bank with at least three persons authorized by the Board of Directors.
		Someone other than those who are authorized to sign checks performs bank reconciliations each month.
		PTA monies are kept separate from school, personal, or other organizations' funds.
		Purchases and reimbursement expenditures have a check request and receipts.
BUDGET		
		There is an approved motion in the General Membership minutes for the budget?
		The Budget shows all sources of income and expenses.
		A procedure is in place to record and report all monies received.
		Income was properly allocated and categorized in the budget.
		There is an income budget line for sales tax refunds received semiannually.
		Expenses were properly allocated and categorized in the budget.
INCOME		
		Income was properly allocated and categorized in accordance with the budget?
		Number of Members (adults and students) that joined your PTA for the year in review matches the dues amount sent to the NCPTA State Office at \$4.00 per member.
		A receipt signed by at least two authorized persons accompanies cash funds deposited.
EXPENDITURES		
		Expenditures were properly allocated and categorized in accordance with the budget?
		There is a proper bill or voucher for expenditures?
		Each expenditure was a part of the budget?
		The state and national portion of membership dues were sent to the NCPTA by the 15th of each month that dues were collected.
		Check requests are signed by the appropriate people and checked against the appropriate budget line item.
		Checks are signed by at least two authorized people.
		Checks are numbered in sequence and any missing checks are recorded.
CHECKS/BANKING		
		Did authorized unit officers properly sign all checks?
		Are all checks accounted for?
		There is a returned check policy approved by this PTA and published to all those doing transactions with this PTA.
FINANCIAL REPORTS		
		Regular monthly budget/treasurer reports were given to the Board of Directors.
		Regular budget/treasurer reports were given to the general membership.
		Were the financial records maintained in an orderly manner?
INTERNAL REVENUE SERVICE		
		There are procedures in place to have all tax forms filed on time for this fiscal year.
		Did/will the unit/council file the 990EZ or the 990-N postcard with the IRS? (Due by November 15 of each year)

CARRY OVER FUNDS		
		Did end of year balance increase by more than 10%?
		If yes, was the increase necessary for a long-term project?
		The budget makes provisions for carry over funds to provide for the new PTA year.
NC DEPARTMENT OF REVENUE		
		Is the PTA unit/council registered with the North Carolina Department of Revenue Sales and Use Tax Division (do they have a Certificate of Registration)?
		The sales tax refund forms were properly filed in July and January.
INSURANCE		
		Does the PTA unit/council have liability, bonding and property insurance?
		Copies of all policies are maintained with the permanent PTA records.

Date Review Completed: _____

By: 1) _____
 2) _____
 3) _____

Balance on Hand \$ _____

REVIEW COMMITTEE RECOMMENDATIONS: (please attach recommendations on a separate sheet)
Attach the final bank reconciliation and the final treasurer's report to this checklist for presentation to your PTA's Board of Directors.