

# NJPTA Financial Review – 2022-2023 Fiscal Year

(Your PTA fiscal year is 7/1/22 – 6/30/23)

Your PTA's financial review must include all accounts owned by your PTA.

PTA Name \_\_\_\_\_ City \_\_\_\_\_

County/Council \_\_\_\_\_ EIN# \_\_\_\_\_ Local PTA Unit# \_\_\_\_\_

## **IMPORTANT – Financial Review Process:**

You must perform the annual financial review and complete a copy of the attached form for each of your PTA's accounts! (NJPTA reserves the right to request your completed financial review forms at any time).

## **Financial Management Checklist**

1) Were all income and expense items properly allocated according to the budget?

O YES O NO

2) Were there receipts for every check voucher?

O YES O NO

3) Were all checks sequentially numbered and accounted for?

O YES O NO

4) Were all checks signed by **TWO** authorized signers?

O YES O NO

5) Did this PTA file either a 990N or 990ez or 990 with the IRS for the prior tax year?

O YES O NO

6) Did this PTA file either a CRI200 or CRI300r with the State of New Jersey?

O YES O NO

7) Did this PTA file their NJ Annual Report? (Necessary only if incorporated).

O YES O NO

8) Were the financial records found to be in order, and correct?

O YES O NO

9) All members of the financial review committee were not signers on the accounts or related to or living in the same household as a signer?

O YES O NO

10) If applicable, do you have a separate checking account for gaming activity?

O YES O NO

*If you checked 'NO' for any of the questions above, please provide an explanation on a separate sheet of paper.*

Current President \_\_\_\_\_  
PRINT & SIGN DATE

Current Treasurer \_\_\_\_\_  
PRINT & SIGN DATE

## **Financial Review Committee**

Date Financial Review was performed \_\_\_\_\_

Committee Member #1 \_\_\_\_\_  
PRINT & SIGN DATE

Committee Member #2 \_\_\_\_\_  
PRINT & SIGN DATE

Committee Member #3 \_\_\_\_\_  
PRINT & SIGN DATE

**After the financial review is approved by your General Membership you must upload it to MemberHub under the 2023-2024 compliance tab for storage.**

## New Jersey PTA – 2022 - 2023 Financial Review FORM

<b>PTA Name</b>	<b>Local PTA Unit#</b>
<b>Date of Financial Review</b>	<b>Last Four Digits of Account(s)# Included on this Page</b>

### PER CHECK REGISTER

<b>1</b>	Beginning Balance (must match register balance as of July 1, 2022 and Balance on Hand from line 5 of your 2021-2022 audit)	
<b>2</b>	Total Income per register (all deposits)	+
<b>3</b>	Add line 1 and line 2	=
<b>4</b>	Total Expenses per register <span style="float: right;">Subtract line 4 from line 3</span>	-
<b>5</b>	Balance on Hand (must match register balance as of June 30, 2023)	=

### PER BANK

<b>6</b>	Ending Balance June 2023 bank statement			
	<b>Outstanding Checks (use an additional sheet of paper if necessary):</b>			
	Check#	Payable to:	Amount	
	Outstanding Check Total:			
<b>7</b>	Subtract Outstanding Check Total			-
	<b>Outstanding Deposits:</b>			
	Source of Deposit	Amount		
	Outstanding Deposit Total:			
<b>8</b>	Add Outstanding Deposit Total			+
<b>9</b>	Balance on Hand (must match line 5)			=

<b>10</b>	<p><b>Are there any unpaid bills? If so, list total amount here \$_____</b></p> <p><i>Please attach a separate piece of paper with details for each unpaid bill explaining why it has not been paid.</i></p> <hr/> <p><b>Additional Comments and Recommendations</b> <i>(Please include any additional comments and recommendations for the PTA- you may include this on additional pages as needed).</i></p>     
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