

**NJPTA Financial Review – 2020-2021 Fiscal Year**  
**(Your PTA fiscal year is 7/1/20 – 6/30/21)**  
**Your PTA’s financial review must include all accounts owned by your PTA.**

PTA Name _____	City _____
County/Council _____	EIN# _____ Local PTA Unit# _____

**IMPORTANT – New 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, but you **no longer must submit these forms to New Jersey PTA.** (NJPTA reserves the right to request your completed financial review forms at any time).

**Financial Management Checklist**

*To be completed by the 2020 – 2021 President and Treasurer for the 2020 – 2021 Fiscal Year and reviewed by the Financial Review Committee.*

- 1) Were all income and expense items properly allocated according to the budget?  
 YES  NO
- 2) Were there receipts for every check voucher?  
 YES  NO
- 3) Were all checks sequentially numbered and accounted for?  
 YES  NO
- 4) Were all checks signed by **TWO authorized signers**?  
 YES  NO
- 5) Did this PTA file either a 990N or 990ez with the IRS for the prior tax year?  
 YES  NO
- 6) Did this PTA file either a CRI200 or CRI300r with the State of New Jersey?  
 YES  NO
- 7) Did this PTA file their NJ Annual Report? (Necessary only if incorporated).  
 YES  NO
- 8) Were the financial records found to be in order, and correct?  
 YES  NO
- 9) Were any of the financial review committee members signers on the accounts?  
 YES  NO
- 10) If applicable, do you have a separate checking account for gaming activity?  
 YES  NO

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

**20 - 21 President** \_\_\_\_\_  
PRINT & SIGN DATE

**20 - 21 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 should upload to MemberHub under the compliance tab for storage.**

**New Jersey PTA – 2020 - 2021 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, 2020 and Balance on Hand from line 5 of your 2019-2020 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, 2021)	=

**PER BANK**

<b>6</b>	Ending Balance June 2021 bank statement			
	<i>Outstanding Checks (use additional sheet of paper if necessary):</i>			
	Check#	Payable to:	Amount	
	Outstanding Check Total:			
<b>7</b>	Subtract Outstanding Check Total			-
	<i>Outstanding Deposits:</i>			
	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>Additional Comments and Recommendations <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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