



Financial Review/Internal Audit Report for the 2018-2019 Fiscal Year
 (Your PTA fiscal year is 7/1/18 – 6/30/19) – **this report is due by 8/31/19**
 This report must include all accounts owned by your PTA.

| | |
|--|------------------|
| PTA Name _____ | County _____ |
| Local PTA Unit# _____ | |
| Current PTA President (print & sign) _____ | |
| Email address _____ | cell phone _____ |
| Current PTA Treasurer (print & sign) _____ | |
| Email address _____ | cell phone _____ |

This financial review must be conducted by members of your PTA. Financial Review committee members cannot have been signers on the account(s) during the audit period and cannot be related to the signers. The 2018-2019 president and treasurer, cannot participate in the audit, however they should be available to answer questions. All of your PTA’s accounts should be included in this audit. **If you have more than one account, audit each account separately and use a separate audit sheet for each account (make copies of this form as necessary).** If you have questions regarding this audit, contact njpta@njpta.org or call 609-587-0100. In order to complete this audit, the treasurer must provide the following items:

1. 2017-2018 NJPTA audit – if you do not have this, contact njpta@njpta.org in the NJPTA office.
2. the check register(s) and the checkbook(s) including all UNUSED checks.
3. all income vouchers and check vouchers (with receipts) for this audit period
4. all bank statements July 2018 through June 2019
5. the budget and the all of the treasurer’s reports

| | |
|--|------|
| Date Audit was performed _____ | |
| Date Audit will be adopted by general membership _____ | |
| Audit Committee Chairperson _____ | DATE |
| PRINT & SIGN | |
| Audit Committee Member _____ | DATE |
| PRINT & SIGN | |
| Audit Committee Member _____ | DATE |
| PRINT & SIGN | |

Complete all pages of this form, include all attachments and submit via MemberHub.

Directions to upload to MemberHub:

1. Sign into your MemberHub account and go to Admin Console
2. Click on Internal Audit/Financial Review Submissions on right hand side
3. Click on “ADD INTERNAL AUDIT/FINANCIAL REVIEW SUBMISSION”
4. Complete information and hit submit
5. Click on link in Direction #3 and UPLOAD document to folder

2018-2019 FINANCIAL REVIEW - Due by August 31, 2019

PTA Name _____ **Local PTA Unit#** _____

Date of Audit _____ **Dues charged per member - \$** _____

PER CHECK REGISTER

| | | |
|----------|---|---|
| 1 | Beginning Balance (must match register balance as of July 1, 2018 and Balance on Hand from line 5 of your 2017-2018 audit) | |
| 2 | Total Income per register (all deposits) | + |
| 3 | Add line 1 and line 2 | = |
| 4 | Total Expenses per register Subtract line 4 from line 3 | - |
| 5 | Balance on Hand (must match register balance as of June 30, 2019) | = |

PER BANK

| | | | | |
|-----------|---|-------------|--------|---|
| 6 | Ending Balance June 2019 bank statement | | | |
| | <i>Outstanding Checks (use additional sheet of paper if necessary):</i> | | | |
| | Check# | Payable to: | Amount | |
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| | | | | |
| | Outstanding Check Total: | | | |
| 7 | Subtract Outstanding Check Total | | | - |
| | <i>Outstanding Deposits:</i> | | | |
| | Source of Deposit | Amount | | |
| | | | | |
| | | | | |
| | | | | |
| | Outstanding Deposit Total: | | | |
| 8 | Add Outstanding Deposit Total | | | + |
| 9 | Balance on Hand (must match line 5) | | | = |
| 10 | Are there any unpaid bills? If so, list total amount here \$ _____ Please attach a separate piece of paper with details for each unpaid bill explaining why it has not been paid. | | | |

**After completion of the financial review, answer the questions below.
If you have any questions, please email the NJPTA at njpta@njpta.org.**

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 PTA is incorporated) YES NO
8. Were the records found to be in order and correct? YES NO

**If you checked 'NO' for any of the questions above, please provide explanation here,
use extra paper if necessary:**