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Local PTA Financial Review Instructions

Preparation Instructions for the PTA Treasurer and President:
The purpose is to ensure that your PTA is following proper financial procedures and is practicing financial responsibility; if not, this process helps you get back on track.

PTA treasurer records should be reviewed every year at the end of your fiscal year, which ends on June 30.

Your treasurer books should be reviewed by a committee of 3 current PTA members who were not authorized to sign checks during financial period being reviewed. The current president or treasurer of your PTA may be on the financial review committee if they were not authorized to sign checks during the period being reviewew. (It is a great training opportunity to have your incoming president and treasurer serve on your financial review committee so they may become familiar with your financial procedures and see what needs to be improved.

Prepare your treasurer book to include all of your financial records for the year:

Treasurer Records:

- The contact information for the board of directors in office during the period the financial review will cover.
- A **copy** of your:
  - last financial review (formerly called an audit)
  - bylaws and standing rules
  - current adopted budget
  - IRS 990 (copy of the confirmation email if you file the 990N postcard or a copy of your 990EZ or 990) for the financial review period
  - insurance policy
- Checkbook, check register, and all unused checks.
- Your treasurer records:
  - PTA minutes for all board of directors and general membership meetings
  - Treasurer reports
  - Approved budget
  - Bank statements
  - Deposit vouchers and expense vouchers in the order they appear on your bank statements.

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Once your financial review process is complete for the year, add the financial review to those records and store them. They are a great resource for your incoming officers to help them understand the history of your PTA, and your officers should know how to access them when needed. Do not forget to upload your financial review to Givebacks so it will always be available there as well. As you set up your books for the new fiscal year, keep a copy of the prior year's financial review with them, so it is easily accessible for next year's financial review committee.

Complete the financial management checklist:
Review together every question. These questions allow your unit to completely review your financial management procedures and implement any necessary changes moving forward. If you cannot answer a question, please include an explanation.

Questions? Contact your NJPTA Field Service Contact, the NJPTA treasurer, or the NJPTA office. You may also email njpta@njpta.org or call the NJPTA office 609-587-0100.

For the Financial Review Committee:

- Fill out the "Financial Management Checklist".
- If you cannot answer a question or are confused, please contact the treasurer and/or president to try to get an explanation. If you have any findings that are not covered in the checklist, add them in the "Additional Comments and Recommendations" section.
- Complete financial numbers in the records, using the last financial review (formerly called audit) as your beginning balance. If you need more space for outstanding checks, continue to the next page – but make sure the total in the last line is the total for all outstanding checks. If you need more space for the number of outstanding deposits, do the same. Make sure all pages of your report are numbered "page X of X".
- You can complete this for each individual bank account or complete one form for all accounts together.

Filing Instructions for the PTA Treasurer and President:

General Membership presentation:

Your financial review must be presented to your general membership. You may make copies or project them on a screen. The full report must be shared, including the financial checklist, and additional comments and recommendations. Your General Membership must vote to adopt your financial review.

Filing Your Financial Review with New Jersey PTA:

After your General Membership has voted on adopting your financial review, you must upload a copy of your Adopted Financial Review to Givebacks under the current year compliance tab, so your future boards always have a copy!