

# Your School PTO Annual Financial Review Report

Fiscal Year Ending: \_\_\_\_\_

Beginning Cash Balance (as of _____ )	(A)	_____
Receipts During Period	(B)	_____
Total Cash Available	(C) = A+B	_____
Disbursements During Period	(D)	_____
Ending Cash Balance	(E) = C-D	_____
Bank Statement Balance	(F)	_____
Checks Outstanding (list below)	(G)	_____
Reconciled Cash Balance	(H) = F-G	_____
Checkbook Balance (as of _____ FY end)	(I)	_____
Any Discrepancy?	(H) vs. (I)	_____

Reviewer Statement: To the best of my ability, I have examined the books of the Treasurer and have found that the Reconciled Cash Balance presented above is correct and that all receipts and disbursements during the period were in accordance with this organization's mission.

A separate Exceptions Report noted during the review is attached: Yes or No *(circle one)*

Name of Reviewer: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_