

# Annual Financial Reconciliation (AFR) Procedure Checklist

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**It is recommended that this checklist be filed with the audit report in the permanent file.**

- Agree beginning balance (July 1) to ending balance (June 30) on previous audit report and on June 30 bank reconciliation.
- Check year-end financial statement and monthly Treasurer's reports for accuracy.
- Review final bank reconciliation (preferably June 30), noting deposits pending and checks outstanding.
- Verify that all income and expenses listed on the year-end financial statement were included in the approved budget.

## **Perform a sample test of transactions:**

- Review monthly bank reconciliations.
- Examine canceled checks for two signatures and, if possible, appropriate endorsements.
- Trace deposits made to cash counting sheets and deposit slips.
- Trace checks paid to check request forms, noting appropriate authorizations and supporting documentation.

## **Reconcile membership dues income to membership reports:**

- Reconcile number of members to amount recorded as income (# of members x local portion of membership dues amount).
- Make certain that Utah PTA and National PTA portions of membership dues receipts (amounts not belonging to the unit) have been recorded separately from other receipts and remitted to Utah PTA in a timely manner.
- If appropriate, make certain that council PTA membership dues have also been remitted to the council PTA in a timely manner.
- Determine whether refunds have been requested through Utah PTA for all sales tax paid during the year.

NOTE: A copy of the AFR report must be submitted to the council/region no later than August 1. The AFR report must be officially adopted by the PTA's membership at the first general meeting of the new fiscal year and filed in the unit's permanent file.