

Annual Financial Reconciliation (AFR) Report

For Fiscal Year: 2017-2018

Name of PTA: _____ Date: _____

Council: _____ Region: _____

Balance on Hand as of July 1 (should agree to prior year report) \$ _____ (1)

Receipts (total deposits from July 1 to June 30) \$ + _____ (2)

Total (add lines 1 and 2). \$ = _____ (3)

Disbursements (total checks written from July 1 to June 30) \$ - _____ (4)

Balance on Hand as of June 30 (checkbook or ledger balance) \$ = _____ (5)

This balance should agree with line 9.

Bank Balance as of _____ (date of most recent bank statement) \$ _____ (6)

Checks Outstanding (subtract from line 6 \$ - _____ (7)

List:

Deposits Pending (add to line 6 \$ + _____ (8)

List:

Adjusted Bank Balance \$ = _____ (9)

This balance should agree with line 5.

We have examined the books of the treasurer of the _____ PTA/PTSA in accordance with procedures outlined by Utah PTA and find them to be (choose one of the following):

- Correct
- Incorrect
- Incomplete for the following reasons:

Auditor Name _____
Address _____
Signature _____

Date AFR Completed: _____

Signature(s) of Auditor or auditing committee:

Signature of Audit Committee Member *Printed Name*

Signature of Audit Committee Member *Printed Name*

Signature of Audit Committee Member *Printed Name*

(Note: A computer-generated version of the audit report is acceptable but should provide the same information as outlined here.)

Please attach the AFR Procedure Checklist to this form when submitting.