

Annual Financial Review Worksheet

Your School PTO

FISCAL YEAR ENDING:

June 30, 2022

BEGINNING CASH BALANCE	AS OF: 8/1/2021	6,016.39	(A)
RECEIPTS DURING PERIOD		51,407.66	(B)
TOTAL CASH AVAILABLE	(A + B)	57,424.05	(C)
DISBURSEMENTS DURING PERIOD		23,515.75	(D)
ENDING CASH BALANCE	(C - D)	33,908.30	(E)
BANK STATEMENT BALANCE		36,287.39	(F)
CHECKS OUTSTANDING (list on back)		* 2,379.08	(G)
RECONCILED CASH BALANCE	(F - G)	33,908.31	(H)
CHECKBOOK BALANCE	AS OF FY END:	33,908.30	(I)
ANY DISCREPANCY?	(H vs. I)	\$.01	

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.

NAME OF REVIEWER: Jennifer Abbott 6/30/2022
 Nicholas S. Stephenson 6/30/2022
 Emily Pilate 6/30/22

SIGNED: _____ DATE: _____

Audit Exceptions List – 6/30/2022

- Check #1101 from 3/23/22 – check over \$200 not signed with 2 signatures
- Final balance was 1 penny off

Recommendations

- Pick a day of the month and run PayPal statement on that day. Set up auto transfer dates in PayPal?
- Balance the bank statement and the account at the same time. You may end up needing to balance twice, once to the bank and one for the meeting.
- Balance at the close of the previous month and give current balance at the meeting.

Allison Brownlow 6/30/22
Claire Adette 6/30/22
Kymberly 6/30/22
H 6/30/22
J. S. 6/30/2022