

Financial Reconciliation Report

School Year: _____

Information must be in the Oklahoma PTA Office by **October 31st** of the current school year or the unit will **NOT** be in good standing.

Oklahoma PTA and local unit bylaws require all PTA/PTSA units and councils to file this report annually. This form must be received in the state office **no later than October 31st** for a unit to be considered "in good standing" with the State PTA and National PTA. Units and councils should present this at their first general meeting.

Oklahoma PTA, PO BOX 892663, Oklahoma City, OK 73189

Email: director@okpta.org

Phone # 405-681-0750

Full Name of PTA/PTSA Unit or Council: _____

School District: _____ County: _____ Council (if applicable): _____

Financial Information

Reporting Fiscal Year: _____

(Fiscal year is from July 1 through June 30 and would be the year immediately preceding the current school year.)

1. Beginning Balance (From line #6 of last (previous year's) report.) _____
2. Deposits (total deposits from the beginning to the end of the period covered by this report). _____
3. Total Cash (add #1 and #2) _____
4. Disbursements (total disbursements from the beginning to the end of the period covered by this report). _____
5. Ending Balance (subtract #4 from #3). _____
6. Bank Statement Balance (for last month covered by this report). (This should equal line 5.) _____

7. Checks Outstanding:

8. Deposits Outstanding:

9. Bank Account Balance (subtract #7 from #6 and add #8). _____

Date of Report: _____

We have studied the books of the unit/council listed above for the fiscal year indicated and find them to be:

Correct

Substantially Correct

Incomplete

Incorrect

Substantially correct with following adjustments:

Comments:

Signatures (Must be non-check signers)

1. Reporting Committee Chair: _____

2. Member: _____

3. Member: _____

OR Signature Professional Tax Service: _____

IRS Form 990 or 990-E filed by: _____

on (date): _____

Date Rec'd in State PTA Office: _____

Completed: _____