

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.

Mail to: Oklahoma PTA, 2801 N. Lincoln Blvd., Suite 214, Oklahoma City, OK 73105

Fax: 405-681-0736 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 (as of last date covered by last 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 the report). _____
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: 1. Reporting Committee Chair: _____

2. Member: _____

3. Member: _____

IRS Form 990 or 990-E filed by: _____

on (date): _____