

ANNUAL FINANCIAL RECONCILIATION (AFR) Procedure Checklist

This checklist must be filed with the Annual Financial Reconciliation (AFR) 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" (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."
- ☐ Trace deposits made to cash counting sheets and deposit slips.
- ☐ Trace checks paid to "Check Request" form, 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 through Givebacks 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.