

ANNUAL FINANCIAL RECONCILIATION (AFR)

Report for Fiscal Year: 20__ - 20__

Name of PTA/PTSA: _____ 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:

Date AFR completed: _____

Signature(s) of auditor or AFR Committee:

Auditor Name _____

Address _____

Signature _____

Signature of AFR Committee Member

Printed Name

Signature of AFR Committee Member

Printed Name

Signature of AFR Committee Member

Printed Name

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