

# 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

(Note: A computer-generated version of the audit report is acceptable but should provide the same information as outlined here.)

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