Dear Unit President and Treasurer:

As your unit gets closer to the end of the fiscal year, it is time to make sure that one last report is completed – **The Annual Financial Review (Audit).** As president, it is your job to make sure this is completed by the financial review committee and approved by the unit at the first general meeting of the year. As treasurer, you should close the financial records, prepare a year-end fiscal report covering the entire fiscal year, and prepare records for the annual financial review/audit process. For your convenience, a blank annual financial review form is printed on the reverse side of this letter.

The purpose of an annual financial review is to:

- To certify the accuracy of the books and records of the financial officer, and
- To assure the membership that the association's resources/funds are being managed in a businesslike manner within the regulations established for their use.

Information about annual financial review procedures is included in the National PTA *Back-To-School Kit*, www.ptakit.org and in the MOPTA Tool Kit and on our web site at www.mopta.org. If your unit/council has any questions or concerns about this process, please contact the state office or treasurer. Alternatively you can have a professional auditor conduct a professional audit.

Missouri PTA must account to the IRS the 'Unit in Good Standing" status of each PTA. Therefore, MOPTA requires that each unit/council forward a signed copy of the Annual Financial Review (Audit) after your unit/council has approved it, along with copies of the Treasurer's Year-End Fiscal Report and a copy of the required, filed IRS Form 990 or e-Postcard, on or before December 1. These documents will be held on file. If your unit/council should at any time need a copy of these forms they are available upon request.

Please complete the form below as well as the Annual Financial Review Form on the reverse side (or attach a similar report or audit report from a professional auditor) and submit using our website's financial button.

As stated in your unit bylaws, this is a requirement of every unit/council to remain a "Unit in Good Standing" with Missouri and National PTA.

Fiscal Year _____ Date of Review/Audit _____

Unit/Council _____

District _____

Region _____

President _____

Address _____

_____

Phone _____

Submit online to www.mopta.org (use the financials submission button)

ANNUAL FINANCIAL REVIEW

Fiscal Year: _____

Name of PTA/PTSA/Council _____ **Region**_____

1. Beginning Balance (as of the last date covered by last review/audit) $_____
2. Income (total income or receipts from beginning to end of fiscal year) $_____
3. Total Cash (add line 1 and line 2) $_____
4. Expenses (total disbursements from beginning to end of fiscal year) $_____
5. Ending Balance (subtract line 4 from line 3) $_____
6. Bank Statement Balance (from the last month covered of fiscal year) $_____
7. Outstanding Checks _____ _____

_____ _____ _____

_____ _____ _____

Total Outstanding Checks $_____

8. Outstanding Deposits _____ _____

_____ _____ _____

Total Outstanding Deposits $_____

9. Account Balance (subtract line 7 from line 6, then add line 8) $_____
   (balances in line 5 and line 9 should match)

Date of Review_____

We have examined the books of _____for the fiscal year

_____ and find them to be: (Please check one)

_____ Correct _____ Substantially Correct _____ Incomplete _____Incorrect

Substantially correct with the following adjustments: _____

_____

Comments: _____

Signatures of Review Committee: (MUST have all three signatures)

1. Chair: _____
2. Member _____
3. Member _____

•The financial review/audit should be completed at the close of the PTA Unit's fiscal year.

•This report should be presented for adoption by the general membership at the first general membership meeting following the review

•Submit a copy of this review, the Year End Fiscal Report and a copy of your required, filed IRS 990 or e-postcard to www.mopta.org using the Submit Financial button by December 1st. **Keep copies for your records**