20____/20____ Financial Reconciliation Report Form

Deadline: October 30th

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

Oklahoma PTA and local unit bylaws require all PTA/PTSA units to send a report to the Oklahoma PTA office by October 31st , **each year**, to remain a **"unit in good standing. "This must be received in the office by this date.**

Report Form for the Local PTA/PTSA

Name of PTA/PTSA_____District_____County_____

This form is for the 20____/20____ fiscal PTA/PTSA year.

(Your unit's fiscal year is July 1st through June 30th .)

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 number 1 and number 2) _____
4. Disbursements (total disbursements from the beginning to the end of the period Covered by this report) _____
5. Ending Balance (subtract 4 from number 3) _____
6. Bank Statement Balance (for last month covered by the report) _____
7. Checks Outstanding Deposits Outstanding

   _____ _____

   _____ _____

   _____ _____

   Total Checks Outstanding $_____

   Total Deposits Outstanding $ _____
8. Bank Account Balance (Subtract number 7 from number 6 and add outstanding deposits) $_____

Date of Report:_____

We have studied the books of_____PTA/PTSA **for the financial year 2013-2014** and find them to be: (Please choose)

_____Correct _____Substantially correct _____Incomplete _____Incorrect

Substantially correct with following adjustments:

Comments:

_____

Chair's Signatures: Report Committee Chair_____ (or professional auditor)

2. (Member)_____ 3. (Member)_____

IRS Form 990 or 990 E postcard filed by _____ on (date) _____

This report should be presented to the PTA/PTSA unit at its first general meeting.
Remember to mail this report to Oklahoma PTA and keep copies for your records

REQUIRED