BPTO Mid-Year Financial Review Checklist

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review all bank reconciliations to ensure accuracy and timeliness of the reconciliations for all accounts held.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review canceled checks to ensure two signatures are included on each check by Authorized Signatories of the PTO, and ensure the payee does not match the signatories noted on canceled check.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review monthly Treasurer Reports to ensure summary of cash receipts and disbursements of all PTO accounts and that the prior month ending balance agrees to the subsequent month beginning balance. Additionally ensure that expenditures are tracked against their budget and reported on monthly. Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Review all cash receipts to ensure proper accounting of all cash received by the PTO including the inclusion of a BPTO Deposit From and accompanying bank deposit slip.

Exceptions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review all cash disbursements to ensure proper documentation and accounting of all expenditures by the PTO including the inclusion of a BPTO Reimbursement Form and accompanying purchase receipt or PO.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify that any monies left at any time at the school are maintained in a secured and locked cabinet/safe.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mid-year Review Checklist completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mid-Year Review conducted with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Mid-Year Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_