

## PTO~Support Group Monthly Reporting Checklist

**PTO Name:** \_\_\_\_\_

**Month being submitted:** \_\_\_\_\_

Provide with monthly reviews along with the *PTO Monthly Self-Assessment* form

X to indicate provided

1. Completed and signed *PTO Monthly Self Assessment* \_\_\_\_\_
- 2 Bank statement \_\_\_\_\_
- 3 Printed copy of the *Bank Reconciliation* from *PTO Finance*  
**Bank reconciliation dates must match bank statement dates.** \_\_\_\_\_
- 4 Meeting minutes, agenda, sign-in sheet, and treasurer's report. \_\_\_\_\_
- 6 All backup documentation (donation forms, pre-sale forms,  
tampered evident bags, etc.) for the month's activity. \_\_\_\_\_
- 7 Checks and deposits that hit the bank statement regardless  
if they are from previous months. \_\_\_\_\_