

PTO ~ Support Group Monthly Self-Assessment

To be completed by the PTO President and Vice President. All documentation for monthly transactions should be available during this review.

Referring to your prior month meeting minutes:

1. Review each upcoming fundraiser listed.
 - a. Was the fundraiser held?
 - b. Can you confirm a deposit is posted on *PTO Manager* for the fundraiser?
 - c. Can you confirm the deposit listed on *PTO Manager* to a deposit appearing on the bank statement?

Note any exceptions: _____

Referring to your prior month "Categories" report run from PTO Manager and exported to excel (✓ box Include All Categories):

2. Review the deposits posted for fundraisers held to the *Deposit Notice Forms* to confirm the payments collected were deposited.
3. Review to confirm that any checks issued for start-up funds were deposited and identified separately from the deposit for the fundraisers.

Note any exceptions: _____

Referring to your Bank Reconciliation report for the month:

4. Compare your bank reconciliation closing balance to the bank statement closing balance and make sure they agree in dollar amount.
5. Review the cleared column of the bank reconciliation to make sure there are no deposits that have not cleared. Deposits should always clear within a day or two.
6. Check the event date to the deposit date. Deposits should be made timely. If a deposit is delayed longer than 2 business days notate below:

Note any exceptions: _____

Refer to your Bank Statement:

7. Confirm the payee on checks issued match the payee on your PTO Manager bank reconciliation report. Names should match.

Note any exceptions: _____

8. Confirm that there are no electronic transfers into or out of your bank account.
9. Confirm there were no cash withdrawals.

Signature – President

Date

Signature – Vice President

Date