



S. Wu

2025

New York State PTA

Summer Leadership Conference

Monthly Reconciliation and Audit

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NYS PTA Mission

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.



Financial Responsibilities

Monthly Reconciliation

- Checkbook
- Ledger/Transaction Register
- Bank Statements
- Deposit Slips and Deposit Verification Forms
- Paid Bills and Vouchers with Invoices, Receipts or Proposals
- Treasurer's Reports

Year End Audit

Budget – Plan according to annual event calendar

Approve the Budget

File Tax online – 990-N (ePostcard), 990 EZ, or 990
if revoked, file 1023 EZ or 1023

Pay Bills



Monthly Reconciliation and Audit Instructions

https://nyspta.org/wp-content/uploads/2024/08/05A-Finance_19.pdf

Check signers or their relative may NOT serve on the monthly reconciliation or the audit committee. This would constitute a conflict of interest.

Monthly Reconciliation and Audit Preparations

Treasurer preparing for the reconciliation or audit

- Copy of last monthly reconciliation report/audit report/annual financial review
- Checkbook
- Ledger/Transaction Register
 - Record every deposit and withdrawal in **date** order
- Bank Statements
 - Copy check image, sort the bank statement in **month** order
- Deposit Slips
 - Attach the deposit verification form to the relevant deposit slip. Sort in **date** and **time** order
- Paid Bills-Voucher Forms
 - ❖ Attach receipt(s), invoice(s) or proposal(s) to the relevant voucher form.
 - ❖ Make sure all voucher forms were properly written and signed.
 - ❖ Attach the copied check image to the relevant voucher.
 - ❖ Put all the voucher forms in **check number** order
 - ❖ Make a separate voucher for each online payment i.e. Givebacks NYS PTA membership dues
- Adopted Budget, Amendments and Reconciliation Reports
- Treasurer's Reports, sort in date order

Reconciliation and Audit – Step 1

Matching the Numbers

- Beginning Balance on Hand must match the ending balance on last reconciliation or the audit
- First bank statement balance must match the starting balance on the ledger/checkbook registry and the treasurer's report
- Deposit Slip must match the Deposit Verification Form
- Amount request on the Voucher Form must match the provided receipts, invoices, or proposals

Assign committee members

- One for reading the bank statement/checking off ledger
- One for deposit related material
- One for voucher related material

Reconciliation and Audit – Step 2

Committee Members – Check Disbursement

- With bank statements - reads off each check that has cleared
- With vouchers - verify the amount
- With ledger/checkbook registry – mark off the registry
- Confirm outstanding check from last audit had cleared
- Account for any voided checks, verify the amount to add back if need be
- Record current outstanding checks in a separate sheet

Committee Members – Non Check Disbursement

- With bank statements – read off each non check expense (membership dues, bank fees, etc., make a separate voucher for each)
- With vouchers - verify the amount
- With ledger/checkbook registry - verify the record

Reconciliation and Audit – Step 3

Committee Members – Cash/Check Deposits

- With ledger/checkbook registry - read off the amount recorded
- With bank statements - mark off on the bank statement
- With deposit slips - put the deposit slips and deposit verification forms aside in another pile

Committee Members – Direct Deposits

- With bank statements – read off each direct deposit (interest, online membership, fundraising deposits, etc.)
- With the direct deposit verification form (attached with the payout record) – put the direct deposit verification form aside in another pile
- With ledger/checkbook registry - verify the record

Reconciliation and Audit – Step 4

Filling out the Monthly Reconciliation or Audit Report

- Beginning Balance on Hand – Should be the balance on the previous month or July 1 for audit report
- Receipts - Add up all deposits from bank statements (7/1 to 6/30 match with all deposit slips and all direct deposits)
- Disbursements – Add up all disbursements from bank statements (7/1 -6/30 match with vouchers and non check disbursements)
- List all outstanding checks and add up the total amount
- Balance on Hand and Balance in checking account must match

Committee Members

- Print and sign the Audit report
- Make recommendations as needed
- Make copies for all committee members to keep as a record



Checklist for the PTA Treasurer

July

Bank Signature Change	
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Document/Material Transition	Bank Statements
Ledger Book	July
Checkbook	August
Vouchers	September
Deposit Slips	October
Previous Budget	November
Tax Certificate	December
	January
	February
	March
	April
	May
	June

Start filing 990 ePostcard or 990 EZ	
Arrange for Audit Meeting	
Audit Report Filled Out and Signed	
Work on Initial Budget Worksheet	
Arrange for Budget Meeting	
Attend NYS PTA Leadership Conference	

August

Attend Region Leadership Training	
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September

Budget Sheet Ready for Approval	
Budget Approved	
Reimburse Summer Expense	
Pay Council Annual Due if applies	
Collect, Deposit Membership Money	

October

Attend Council Leadership Training	
Issue First Membership eCheck	

November

Tax Filing Deadline 11/15	
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May

Election-Find the Right New Treasurer	
Mentor the New Treasurer	
Final Membership eCheck 5/31	

June

Insurance payment 6/1	
Finish Recording 6/30	