

**Corona Norco Council of PTA's
Financial Review Report Page 3**

All Units: This form must be included with all Financial Review Reports.

Unit Name: _____ **Reporting Period:** _____

- 1) Does this PTA/PTSA use the accounting program "MyPTEZ"? Circle one: Y or N
- 2) If not, which accounting program is being used? _____
- 3) Were prior Financial Review recommendations corrected? Circle one: Y or N
- 4) Is your Unit using a debit card(s)? Circle one: Y or N
If yes, has this Unit opened a 2nd checking account and are they following CAPTA procedures? Y or N
- 5) Does your Unit's "Fund Request" Forms or "Payment Authorization" Forms align with the current CAPTA Toolkit? Circle one: Y or N
- 6) Are inventory lists provided or reported in the Secretary's minutes? Circle one: Y or N
(Example: T-shirts, Spirtwear, popcorn, Student Store merchandise, lists of equipment owned)
- 7) Scholastic Dollars: Did your Unit receive Scholastic Dollars or receive cash payment(s) for the bookfair(s) held? Credits earned Circle one: Y or N Cash Payment earned Circle one: Y or N
 - A) What is the amount of Scholastic Dollars currently available? \$_____.
 - B) If cash earned, what is the amount of the total cash earned? \$_____.
- 8) Amount of MONTHLY service charge/bank fees charged to your PTA by their bank: \$_____.
TOTAL amount of service charge/bank fees for THIS reporting period: \$_____.
- 9) How many bank accounts does this PTA have? (Include all checking & savings)_____
(Reminder: Separate Financial Review Report Forms must be prepared for **all** accounts)
- 10) Does this PTA/PTSA Unit have a credit/debit card processing account? I.e. Square, Cheddar-Up, etc. Circle one: Y or N If yes, which card processor is this Unit using? _____
- 11) Have all Reports and Compliance Forms been uploaded into "Future Fund Connect"? Y or N
- 12) Have all Reports and Compliance Forms been uploaded in Council's document retention System? Y or N
- 13) Financial Reviewers Name: _____ Date: _____
Phone # _____ Email: _____
Financial Reviewers Name: _____ Date: _____
Phone # _____ Email: _____
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Phone # _____ Email: _____