

accounts (x 9544 and x 9552)
NJPTA Financial Review – 2021-2022 Fiscal Year

(Your PTA fiscal year is 7/1/21 – 6/30/22)

Your PTA's financial review must include all accounts owned by your PTA.

PTA Name JA Coles PTA City Scotch Plains
County/Council Union EIN# 237214655 Local PTA Unit# 018620

IMPORTANT – Financial Review Process:

You must perform the annual financial review and complete a copy of the attached form for each of your PTA's accounts! (NJPTA reserves the right to request your completed financial review forms at any time).

Financial Management Checklist

To be completed by the 2021 – 2022 President and Treasurer for the 2021 – 2022 Fiscal Year and reviewed by the Financial Review Committee.

- 1) Were all income and expense items properly allocated according to the budget?
☒ YES ☐ NO
- 2) Were there receipts for every check voucher?
☒ YES ☐ NO
- 3) Were all checks sequentially numbered and accounted for?
☒ YES ☐ NO
- 4) Were all checks signed by **TWO** authorized signers?
☒ YES ☐ NO
- 5) Did this PTA file either a 990N or 990ez with the IRS for the prior tax year?
☒ YES ☐ NO
- 6) Did this PTA file either a CRI200 or CRI300r with the State of New Jersey?
☒ YES ☐ NO
- 7) Did this PTA file their NJ Annual Report? (Necessary only if incorporated).
☒ YES ☐ NO
- 8) Were the financial records found to be in order, and correct?
☒ YES ☐ NO
- 9) All members of the financial review committee were not signers on the accounts or related to or living in the same household as a signer?
☒ YES ☐ NO
- 10) If applicable, do you have a separate checking account for gaming activity?
☒ YES ☐ NO

If you checked 'NO' for any of the questions above, please provide an explanation on a separate sheet of paper.

21 - 22 President Sonia Penoro 8/30/22
PRINT & SIGN DATE

21 - 22 Treasurer Christine Schiavo 8/30/22
PRINT & SIGN DATE

Financial Review Committee

Date Financial Review was performed _____

Committee Member #1 Michele Dorney 8/30/2022
PRINT & SIGN DATE
Committee Member #2 John Gallagher 8/30/2022
PRINT & SIGN DATE
Committee Member #3 Kim Divita Smith 8/30/2022
PRINT & SIGN DATE

After the financial review is approved by your General Membership you should upload it to MemberHub under the compliance tab for storage.

New Jersey PTA – 2021 - 2022 Financial Review FORM

PTA Name JA Coles PTA Local PTA Unit# 018620
 Date of Financial Review Last Four Digits of Account(s)#
 Included on this Page X 9552 Checking

PER CHECK REGISTER

1	Beginning Balance (must match register balance as of July 1, 2021 and Balance on Hand from line 5 of your 2020-2021 audit)	30,241.76
2	Total Income per register (all deposits)	+ 72,703.61
3	Add line 1 and line 2	= 102,945.37
4	Total Expenses per register Subtract line 4 from line 3	- 66,192.41
5	Balance on Hand (must match register balance as of June 30, 2022)	= 36,752.96

PER BANK

6	Ending Balance June 2022 bank statement	40,392.93
	Outstanding Checks (use an additional sheet of paper if necessary):	
	Check# Payable to: Amount	
	113 7 Ellen Wolf 101.19	
	1252 Sarah Madden 20.00	
	1481 Stacey Holston 181.60	
	1576 Allison Cohen 179.27	
	1588 Kristy Richardson 94.24	
	1632 Maria Forestine 34.00	
	1670 Cassandra Cyzac 160.00	
	1724 Michelle Gonzalez 61.67	
	* go to bottom * Outstanding Check Total:	3,709.97

7	Subtract Outstanding Check Total	- 3,709.97
	Outstanding Deposits:	
	Source of Deposit Amount	
	Arthur Book Sale 55 00	
	Stripe / Memberhub 15 00	
	Outstanding Deposit Total:	70.00

8	Add Outstanding Deposit Total	+ 36,752.96
9	Balance on Hand (must match line 5)	= 36,752.96

10 Are there any unpaid bills? If so, list total amount here \$ nta
 Please attach a separate piece of paper with details for each unpaid bill explaining why it has not been paid.
 Additional Comments and Recommendations (Please include any additional comments and recommendations for the PTA- you may include this on additional pages as needed).

7* 1738 Hollyrock 1,000.00
 1739 Jostens 1,683.00
 1741 Cassandra Cyzac 195.00

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New Jersey PTA – 2021 - 2022 Financial Review FORM

PTA Name

JA Coles PTA

Local PTA Unit#

018620

Date of Financial Review

Last Four Digits of Account(s)#
Included on this Page

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PER CHECK REGISTER

1	Beginning Balance (must match register balance as of July 1, 2021 and Balance on Hand from line 5 of your 2020-2021 audit)	150.02
2	Total Income per register (all deposits)	+ 3340.00
3	Add line 1 and line 2	= 3,490.02
4	Total Expenses per register Subtract line 4 from line 3	- 25.00
5	Balance on Hand (must match register balance as of June 30, 2022)	= 3,465.02

PER BANK

6	Ending Balance June 2022 bank statement	3440.02
	Outstanding Checks (use an additional sheet of paper if necessary):	
	Check# Payable to: Amount	
	Outstanding Check Total:	0
7	Subtract Outstanding Check Total	- 3440.02
	Outstanding Deposits:	
	Source of Deposit Amount	
	Outstanding Deposit Total:	0
8	Add Outstanding Deposit Total	+ 3440.02
9	Balance on Hand (must match line 5)	= 3,440.02

10 Are there any unpaid bills? If so, list total amount here \$ _____

Please attach a separate piece of paper with details for each unpaid bill explaining why it has not been paid.

Additional Comments and Recommendations (Please include any additional comments and recommendations for the PTA- you may include this on additional pages as needed).

Line 5 has \$25 more than Line 9 because of Bank fees @ mistake by BANK.