**Sample Annual Year End Fiscal Review Checklist**

 **Sample School PTCO**

**Annual Year End Fiscal Review for 20XX-20XX**

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| Reviewed by: |  | Date: |  |
| Reviewed by: |  | Date: |  |
|  |  |  |  |
| **Procedures** |
| **Description** | **Comments** |
| Review all disbursements greater than $1,000. Ensure that checks are signed by authorized signer. For checks over $2,000, make sure that 2 signatures are on check. Compare check amount to invoice. Review invoices for appropriateness of expense. Trace payment posting to general ledger(accounting software) to ensure proper recording. | (these procedures should match your written check policy & bylaws – please adapt accordingly) |
| For transfers between cash accounts, trace disbursement from one account to deposit into other account in the general ledger/accounting software and in the bank statements. |  |
| Review 5 haphazardly selected disbursements less than $1,000. Ensure that checks are signed by authorized signer. Compare check amount to invoice. Review invoices for appropriateness of expense. Trace payment posting to general ledger/accounting software to ensure proper recording. |  |
| Review all disbursements made out to Executive Board members. Compare check amount to invoice/receipt. Review invoices/receipts for appropriateness of expense. Trace payment posting to general ledger/accounting software to ensure proper recording. Verify that Treasurer did not sign checks payable to them. |  |

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| Review 2 bank reconciliations for appropriateness and timeliness of preparation.  |  |
| Was a Form 990/990EZ/990N filed for the current year? Was it filed by November 15th? If not, was an extension filed? |  |
| Was the Annual Colorado Charitable Solicitation report filed? By November 15? If not, was an extension filed? |  |
| Review cash handling procedures. Compare cash receipt/deposit reconciliation forms to deposits on bank account. |  |
| Was a sales tax return filed for the current year? |  |

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| Other Notes/ Comments- |  |