

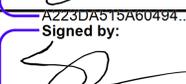
2025-2026 Monthly Financial Review

1. **Reviewing the Treasurer's Report and Bank Statement:** This involved comparing the treasurer's reported balance and transactions against the official bank statement to verify accuracy and identify any discrepancies.
2. **Reconciling the Bank Statement:** This step ensures that the PTA's internal records match the bank's records, accounting for outstanding checks. This step will be conducted on MoneyMinder at the beginning of the month by **Stephanie Barnes**.
3. **Ensuring Compliance With PTA Bylaws and Budget:** Confirming that all income and expenditures are categorized according to the approved budget and that spending aligns with the PTA's mission and bylaws.
4. **Including Monthly Financial Review in Treasurer's Report:** This document will be shared at the monthly board meeting and documented in the meeting minutes.

Importance of these monthly reviews:

- **Ensures accuracy:** Helps detect and correct errors in records early on, preventing small mistakes from becoming bigger issues.
- **Maintains transparency:** Promotes trust among members by ensuring financial reports are accurate and readily available.
- **Reduces fraud risk:** Implementing internal controls like monthly reviews and requiring two signatures on checks minimizes opportunities for misuse of funds.
- **Prepares for annual audit:** Regular reviews simplify the year-end audit process by keeping records organized and ensuring compliance throughout the year.

Month and Year: Month and Year

Did you receive a copy of each...	Steph Barnes	Nate Hess	Kinley Reeves
General Budget	Signed by: 	Signed by: Nate Hess	Signed by: Kinley Reeves
Bank Statement	A223DA515A60494... Signed by: 	05241D97F7D14A1... Signed by: Nate Hess	E0F393C4929741F... Signed by: Kinley Reeves
MoneyMinder Reconciliation	A223DA515A60494... Signed by: 	05241D97F7D14A1... Signed by: Nate Hess	E0F393C4929741F... Signed by: Kinley Reeves
MoneyMinder Register	A223DA515A60494... Signed by: 	05241D97F7D14A1... Signed by: Nate Hess	E0F393C4929741F... Signed by: Kinley Reeves
Treasurer's Report	A223DA515A60494... Signed by: 	05241D97F7D14A1... Signed by: Nate Hess	E0F393C4929741F... Signed by: Kinley Reeves

1. Did the treasurer's report accurately reflect bank statement?	Signed by: 	Signed by: Nate Hess	Signed by: Kinley Reeves
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2. Was the bank statement reconciled on MM by audit lead?	Signed by: 	-	-
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3. Was all income and expenditures categorized according to budget?	Signed by: 	Signed by: Nate Hess	Signed by: Kinley Reeves
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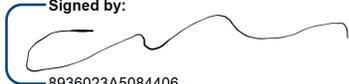
4. Was the Monthly Financial Review included in treasurer's report?			
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Please sign and date if everything looks good.

Audit 1: Steph Barnes  2/14/2026

Audit 2: Nate Hess  2/16/2026

Audit 3: Kinley Reeves  2/23/2026

President: Shana Perry  2/15/2026