



VIRGINIA PTA FINANCIAL REVIEW FORM (revised April 2024)

FULL PTA/PTSA Name: TJHSST PTSA PTA EIN Number: 54-1391452
 Address: 6560 Braddock Rd, Alexandria, VA 22312 Fiscal Year Reviewed: 2023-24

Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Seema Lohia Singh	Neelam Janarchan	Sanjay Parthasarathy
Address	16 Churchill Rd. McLean VA 22101	Wintersrun Ct., Ashburn, VA 20147	Kensington St. Arlington, VA 22204
Email	seemasanju@gmail.com	president@tjpts.org	secretary@tjpts.org
Phone #	248-787-1184	301-275-1253	703-835-3966

TREASURER (PREPARER) SIGNATURE: Seema Lohia Singh Date Provided to Review Committee: 7/5/2024

Unable to get the outgoing Treasurer's Signature. Please explain _____

Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

Permanent Record Items	Current Year Transaction Records
<input checked="" type="checkbox"/> Previous Year Financial Review (July 1-June 30)	<input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments
<input checked="" type="checkbox"/> Interim Financial Reviews conducted during the year (if applicable)	<input checked="" type="checkbox"/> All Monthly Treasurer Reports from PTA meetings
<input checked="" type="checkbox"/> Current Insurance Coverage Certificate	<input checked="" type="checkbox"/> Annual Financial Report (Final Treasurer Report)
<input checked="" type="checkbox"/> Current Year 501(c)3 determination letter from Virginia PTA	<input checked="" type="checkbox"/> All Bank and Financial Account Statements
<input checked="" type="checkbox"/> Agenda & Minutes of all Exec Board & General Membership mtgs	<input checked="" type="checkbox"/> Transactions Register with running balance
<input checked="" type="checkbox"/> Membership List	<input checked="" type="checkbox"/> All Check Request Forms with attached receipts/bills
<input checked="" type="checkbox"/> Local Unit Uniform Bylaws with Organizational Structure Form	<input checked="" type="checkbox"/> All Deposit Record Forms with attached Bank Deposit Slip and, if applicable, Cash Counting Forms
<input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable)	<input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses with attached transfer verification forms
<input checked="" type="checkbox"/> Prior Year & Current Year IRS 990, 990EZ or 990N Filing & Accepted confirmation	<input checked="" type="checkbox"/> Checkbook and unused checks

Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were the bank statements reconciled monthly by a PTA member who is not an authorized signer?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all receipts and expenses recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did all checks written contain two signatures (President, Treasurer, or other officer / bank signatory)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do all check requests and expense authorizations have receipts/bills attached?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were there transaction authorizations for any payments made by debit card or electronic funds transfer (EFT)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all expenses recorded on the Treasurer's Reports and spent according to the approved budget?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received documented by the Treasurer, with two-person cash counting forms (if applicable)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received recorded on the Treasurer's Reports in the approved budget category?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the budget approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were any budget amendments approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the Treasurer prepare an Annual Financial Report, listing all receipts/expenses compared to budget amounts?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA file the appropriate 990, 990EZ, or 990N for the just-ended fiscal year?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA purchase insurance?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA remit state/national dues to Virginia PTA (total \$3.75 per member)? # of members recorded _____	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA pay dues to a Council PTA? \$ _____ paid	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the financial review committee able to verify the reconciliation of the PTA's account balances on page 3?	<input checked="" type="radio"/> Yes	<input type="radio"/> No



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 Address: 6560 Braddock Rd, Alexandria, VA 22312 Fiscal Year Reviewed: _____

Dates covered by this Financial Review: 7/1/2023 - 6/30/2024

This is an interim financial review. Please explain reason (e.g. treasurer resigned): _____

Check numbers covered by this review: Beginning check # _____ Ending check # _____
 Are there any checks that are missing or not accounted for? _____

1. BEGINNING BALANCE as of July 1 (Ending Balance on June 30 of previous year)..... \$ 64,473.87
2. TOTAL RECEIPTS (all income, deposits, and credits)..... \$ 155,872.88
3. TOTAL CASH ON HAND (sum of Line 1 and Line 2)..... \$ 220,346.75
4. TOTAL EXPENSES (all expenses, checks, and debits)..... \$ 152,179.89
5. ENDING BALANCE as of June 30 (subtract Line 4 from Line 3)..... \$ 68,166.86
6. BANK STATEMENT BALANCE as of June 30 \$ 72,812.19
7. OUTSTANDING CHECKS (write total amount of outstanding checks)..... \$ 4,645.33

Check #	Recipient	Amount
	Elizabeth Gesorli	219.58
	Elizabeth Gesorli	120.00
	Educational Theater Company	4,300.00
	La Mati	5.75

8. OUTSTANDING DEPOSITS (write total amount of outstanding deposits)..... \$ ~~9,668.86~~ 68,166.86

Date	Description of Deposit	Amount

9. ENDING BALANCE (Subtract Line 7 from Line 6 and add Line 8) \$ 68,166.86

**NOTE: Line 5 and Line 9 must be the same for the PTA accounts to be reconciled.
 If Line 5 and Line 9 are not equal, please re-check outstanding checks and deposits.**

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PLEASE CHECK ONE:

- We have reviewed the books and find them to be correct.
- We have reviewed the books and found problems and/or have suggestions that we have listed below (e.g. inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

Comments from the Review Committee

REVIEWER SIGNATURES Date Financial Review Completed: _____

<p><u><i>Dinesh Kumar</i></u> Reviewer Signature</p> <p><u>DINESH KUMAR</u> Printed Name of Reviewer</p> <p><u>703-585-8500</u> Reviewer's Phone Number or Email</p>	<p><u><i>Laura Marschoun</i></u> Reviewer Signature</p> <p><u>Laura Marschoun</u> Printed Name of Reviewer</p> <p><u>LauraAdmin@tjptsa.org</u> Reviewer's Phone Number or Email</p>	<p>_____ Reviewer Signature</p> <p>_____ Printed Name of Reviewer</p> <p>_____ Reviewer's Phone Number or Email</p>
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RECEIPT SIGNATURES

As the incoming Treasurer and President, we accept receipt of this Financial Review. We will submit a copy of this completed review to Virginia PTA via MemberHub/Givebacks. It will be presented to our PTA membership for adoption at the first meeting of the year.

<p><u><i>Neelakrishnan</i></u> President</p>	<p><u><i>Dinesh Kumar</i></u> Treasurer</p>	<p><u>7/26/2024</u> Date Received</p>
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