

VIRGINIA PTA FINANCIAL REVIEW FORM (revised April 2024)



SUBMIT ANNUALLY TO VIRGINIA PTA BY AUGUST 1ST

This Financial Review, conducted in accordance with PTA Bylaws, is to ensure that PTAs are following proper financial procedures, practicing financial responsibility, and providing transparency for their General Membership. The Financial Review will help your PTA identify gaps and opportunities to improve financial practices. This form must be used to prepare the year-end Financial Review and must also be used to conduct an interim financial review within three weeks of the resignation/removal of the Treasurer during the fiscal year.

Please read these instructions carefully and gather all materials before completing the review.

- **APPOINT FINANCIAL REVIEW COMMITTEE:** Prior to the end of the fiscal year (June 30), the Executive Board shall appoint a Financial Review Committee of three PTA members, who were not signers on the bank account during the period under review. Optionally, a PTA may participate in a Financial Review Exchange with another PTA unit or through their City/County Council PTA. Please Note: This is not a GAAP Audit, and therefore, per the Virginia Board of Accountancy, a Certified Public Accountant should not be paid to complete this Annual Financial Review.
- **PREPARING FOR FINANCIAL REVIEW:** The outgoing PTA Treasurer should organize and submit to the committee all financial records immediately after the end of the fiscal year (June 30). The outgoing Treasurer should complete and sign the top of page 2 of this form and may choose to complete page 3 for the review committee to verify. The treasurer should submit a Financial Review Package to the Review Committee, including the following documents:

Permanent Record Items

- Previous Year Financial Review (July 1-June 30)
- Interim Financial Reviews conducted during the year (if applicable)
- Current Insurance Coverage Certificate
- Current Year 501(c)3 determination letter from Virginia PTA
- Agenda & Minutes of all Exec Board & General Membership mtgs
- Membership List
- Local Unit Uniform Bylaws with Organizational Structure Form
- Copy of Virginia Sales Tax Exemption (if applicable)
- Prior Year & Current Year IRS 990, 990EZ or 990N Filing & Accepted confirmation

Current Year Transaction Records

- Copy of Final Approved Budget and All Amendments
- All Monthly Treasurer Reports from PTA meetings
- Annual Financial Report (Final Treasurer Report)
- All Bank and Financial Account Statements
- Transactions Register with running balance
- All Check Request Forms with attached receipts/bills
- All Deposit Record Forms with attached Bank Deposit Slip and, if applicable, Cash Counting Forms
- All Transaction Authorization Forms for debit/EFT expenses with attached transfer verification forms
- Checkbook and unused checks

There may be no financial business conducted until the committee has completed their review.

COMPLETING THE FINANCIAL REVIEW:

1. **Financial Review Committee:** Complete Review. Sign page 4. Provide all documents to incoming Treasurer.
2. **Incoming Treasurer and President:** Sign page 4 to signal receipt. Share the completed Financial Review with the incoming PTA Executive Board for informational purposes.
3. **Incoming Treasurer:**
 - Submit Financial Review (pages 2-4) to Virginia PTA via upload to Givebacks/MemberHub **by August 1.**
 - Verify IRS 990 filing for just-ended fiscal year is filed with IRS, and uploaded to Virginia PTA **by August 1.**
 - Verify Insurance coverage is current, and coverage certificate is uploaded to Virginia PTA **by August 1.**
 - Share completed Financial Review for adoption at first general membership mtg of new school year.

If no business was conducted during the fiscal year or there are unusual circumstances preventing the completion of the financial review, please immediately email president@vapta.org and treasurer@vapta.org .

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FULL PTA/PTSA Name: TJHSST PTSA PTA EIN Number: 54-1391452
 Address: 6560 Braddock Rd, Alexandria, VA 22312 Fiscal Year Reviewed: 2024-2025

Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Dinesh Kumar	Neelam Janardhan	Sanjay Parthasarathy
Address	2911 Blue Holly Ln, Oak Hill, VA	43380 Wintersrun Ct, Ashburn	3206 N Kensington St, Arlington
Email	treasurer@tjptsa.org	president@tjptsa.org	secretary@tjptsa.org
Phone #	703-585-8500	301-275-1253	703-835-3966

TREASURER (PREPARER) SIGNATURE: Dinesh Kumar Digitally signed by Dinesh Kumar
Date: 2025.07.29 17:05:32 -04'00' Date Provided to Review Committee: _____

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 type="checkbox"/> Interim Financial Reviews conducted during the year (if applicable) <input checked="" type="checkbox"/> Current Insurance Coverage Certificate <input checked="" type="checkbox"/> Current Year 501(c)3 determination letter from Virginia PTA <input checked="" type="checkbox"/> Agenda & Minutes of all Exec Board & General Membership mtgs <input checked="" type="checkbox"/> Membership List <input checked="" type="checkbox"/> Local Unit Uniform Bylaws with Organizational Structure Form <input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable) <input checked="" type="checkbox"/> Prior Year & Current Year IRS 990, 990EZ or 990N Filing & Accepted confirmation	<input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments <input checked="" type="checkbox"/> All Monthly Treasurer Reports from PTA meetings <input checked="" type="checkbox"/> Annual Financial Report (Final Treasurer Report) <input checked="" type="checkbox"/> All Bank and Financial Account Statements <input checked="" type="checkbox"/> Transactions Register with running balance <input checked="" type="checkbox"/> All Check Request Forms with attached receipts/bills <input checked="" type="checkbox"/> All Deposit Record Forms with attached Bank Deposit Slip and, if applicable, Cash Counting Forms <input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses with attached transfer verification forms <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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FULL PTA/PTSA Name: TJHSST PTSA PTA EIN Number: 54-1391452
 Address: 6560 Braddock Rd, Alexandria, VA 22312 Fiscal Year Reviewed: 6/30/25

Dates covered by this Financial Review: 7/1/2024- 6/30/2025

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)..... \$ 68,166.86
2. **TOTAL RECEIPTS** (all income, deposits, and credits)..... \$ 91,182.52
3. **TOTAL CASH ON HAND** (sum of Line 1 and Line 2)..... \$ 159,349.38
4. **TOTAL EXPENSES** (all expenses, checks, and debits)..... \$ 92,781.29
5. **ENDING BALANCE as of June 30** (subtract Line 4 from Line 3)..... \$ 66,568.09
6. **BANK STATEMENT BALANCE as of June 30**..... \$ 66,693.84
7. **OUTSTANDING CHECKS** (write total amount of outstanding checks)..... \$ 125.75

Check #	Recipient	Amount
	La Mati	5.75
	Elizabeth Crescioli	120.00

8. **OUTSTANDING DEPOSITS** (write total amount of outstanding deposits)..... \$ 0

Date	Description of Deposit	Amount

9. **ENDING BALANCE** (Subtract Line 7 from Line 6 and add Line 8) \$ \$ 66,568.09

**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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FULL PTA/PTSA Name: TJHSST PTSA
Address: 6560 Braddock Rd, Alexandria, VA 22312

PTA EIN Number: 54-1391452
Fiscal Year Reviewed: 6/30/25

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: 7/28/25


Reviewer Signature
Chao Liu
Printed Name of Reviewer
audit.chair@tjptsa.org
Reviewer's Phone Number or Email


Reviewer Signature
Bhuvana Parampalli
Printed Name of Reviewer
bookkeeper@tjptsa.org
Reviewer's Phone Number or Email

Raji Madhuvana
Reviewer Signature
Raji Madhuvana
Printed Name of Reviewer
secretary@tjptsa.org
Reviewer's Phone Number or Email

Digitally signed by
Raji Madhuvana
Date: 2025.07.30
12:11:45 -04'00'

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.

Jiefeng (Catherine) Li
President


Dinesh Kumar
Treasurer


07/30/2025
Date Received