

Sample Annual Year End Fiscal Review Checklist

Sample School

PTCO

Annual Year End Fiscal Review for 20XX-20XX

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 two bank reconciliations for appropriateness and timeliness of preparation.	
Was a Form 990/990EZ/990N filed for the current year? Was it filed by November 15 th ? 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?	
Other Notes/ Comments	