

East Ridge Elementary PTA
Monthly Bank statement Review

Thank you for taking the time to review the monthly bank statement for East Ridge PTA.

What was the ending balance for this particular month? _____

Please take some time to examine the check images on the final pages of the statement.

Does every check have 2 signatures? Yes No

Are any checks made out to "cash"? Yes No

I, _____ verify that I have reviewed the East Ridge PTA bank statement for the month of _____ and the year _____. This bank statement was provided to me in an un-opened envelope from Bank of America. I do not have authority to sign checks on this account.

Signed _____

Print Name _____

Date _____

After completing this form forward this document and bank statement to the Treasurer.

Thank you for your help!