

## AUDIT REPORT

Date \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Name of Unit \_\_\_\_\_ IRS EI Number \_\_\_\_\_  
 Council \_\_\_\_\_ District PTA \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Account # \_\_\_\_\_  
 Bank Address \_\_\_\_\_ City/Zip \_\_\_\_\_

**Dates covered by this audit** \_\_\_\_\_

**Check numbers reviewed in this audit** \_\_\_\_\_

**BALANCE ON HAND** at time of last audit \_\_\_\_\_ (date) \$ \_\_\_\_\_

**RECEIPTS** since last audit \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**DISBURSEMENTS** since last audit \$ \_\_\_\_\_

**BALANCE ON HAND** \_\_\_\_\_ (date) \$ \_\_\_\_\_\*

**BANK RECONCILIATION**

Last **BANK STATEMENT** balance \_\_\_\_\_ (date) \$ \_\_\_\_\_

**DEPOSITS** not yet credited (**add to balance**) \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CHECKS OUTSTANDING** (List check number and amount)

#	\$	#	\$	#	\$
#	\$	#	\$	#	\$

**TOTAL** outstanding checks (**subtract from balance**) \$ \_\_\_\_\_

**BALANCE** in checking account \_\_\_\_\_ (date) \$ \_\_\_\_\_\*

\*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of \_\_\_\_\_ PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed \_\_\_\_\_ Auditor's Signature \_\_\_\_\_

Audit adopted \_\_\_\_\_

**(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)**

Submit separate report of explanation and recommendations to executive board.  
A separate audit form must be completed for each bank account.