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AUDIT REPORT

Name of Unit _____ Date _____
 Council _____ IRS EI Number _____
 Bank Name _____ District PTA _____
 Account # _____

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

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; district PTA treasurer)

A separate audit form must be completed for each bank account.