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# 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** \_\_\_\_\_

<b>BALANCE ON HAND</b> at time of last audit _____ (date)	\$ _____
<b>RECEIPTS</b> since last audit	\$ _____
<b>TOTAL</b>	\$ <u>0.00</u>
<b>DISBURSEMENTS</b> since last audit	\$ _____
<b>BALANCE ON HAND</b> _____ (date)	\$ <u>0.00</u> *

### BANK RECONCILIATION

Last **BANK STATEMENT** balance \_\_\_\_\_ (date) \$ \_\_\_\_\_  
**DEPOSITS** not yet credited (**add to balance**) \$ 0.00  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CHECKS OUTSTANDING** (List check number and amount)  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_  
 # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** outstanding checks (**subtract from balance**) \$ 0.00  
**BALANCE** in checking account \_\_\_\_\_ (date) \$ 0.00 \*  
 \*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 \_\_\_\_\_  
 Executive Board Adopted \_\_\_\_\_  
 Association Adopted \_\_\_\_\_  
 Auditor's Signature \_\_\_\_\_  
 Auditor's Printed Name \_\_\_\_\_

(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.