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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>	\$ _____
<b>DISBURSEMENTS</b> since last audit	\$ _____
<b>BALANCE ON HAND</b> _____ (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

- |  |                               |
|--|-------------------------------|
| <input type="checkbox"/> correct   | Audit completed _____         |
| <input type="checkbox"/> substantially correct with the following recommendations  | Executive Board Adopted _____ |
| <input type="checkbox"/> partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given | Association Adopted _____     |
| <input type="checkbox"/> incorrect   | 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.