

FIRST DISTRICT PTA AUDIT REPORT

Date _____ Fiscal Year _____ IRS EI Number _____

Unit Name: _____ Council: _____

Bank Name _____ Account # _____

Bank Address _____ City/Zip _____

Dates covered by this audit _____

Check numbers reviewed in this audit _____

Memberships at the time of this audit _____

BALANCE ON HAND at time of last audit _____ (date)	\$ _____
RECEIPTS since last audit	\$ _____
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 to be

- 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 _____

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