

PTA AUDIT REPORT FORM

Name of PTA Unit _____ PTA Region/District _____

Balance on hand (last audit date's balance) \$ _____

Receipts (from last audit to today's audit) \$ _____ (1)

TOTAL CASH \$ _____ (2)

Disbursements (from date of last audit) \$ _____ (3)

BALANCE ON HAND (date of audit) \$ _____ (4)

Latest Bank Statement Balance \$ _____ (5)

LIST OUTSTANDING CHECKS

<u>Date</u>	<u>No.</u>	<u>Name</u>	<u>Amount</u>
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Total Checks Outstanding	\$ _____ (6)
Deposits not yet Credited	\$ _____ (7)
Balance in Checking Account	\$ _____ (8)

We have examined the books of the treasurer of _____ PTA and find them to be:

- correct
- incomplete
- substantially correct with the following adjustments:
- incorrect

AUDIT COMMITTEE MEMBER'S SIGNATURES

 (Chairman)

Date Audit Completed: _____

Audit Process

Add Total Receipts (1) to Balance on Hand to find Total Cash (2); subtract Total Disbursements (3) from Total Cash (2) to find current Balance on Hand (4). Both Total Receipts and Total Disbursements should be for the period being audited. The Bank Statement Balance (5) less Total Checks Outstanding (6) plus Deposits not yet Credited (7) will give the Balance in Checking Account (8). (4) should equal (8)

The audit must be presented at a General Membership Meeting prior to adopting the budget.