

**AUDIT REPORT FORM**

Date \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Name of Unit \_\_\_\_\_ IRS EI Number \_\_\_\_\_  
 Council \_\_\_\_\_ PTA District \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Account # \_\_\_\_\_  
 Bank Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Dates covered by this audit \_\_\_\_\_  
 Check numbers reviewed in this audit \_\_\_\_\_

**BALANCE ON HAND** at time of last audit on \_\_\_\_\_ (date) \$ \_\_\_\_\_  
**RECEIPTS** since last audit \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_  
**DISBURSEMENTS** since last audit \$ \_\_\_\_\_  
**BALANCE ON HAND** on \_\_\_\_\_ (date) \$ \_\_\_\_\_\*

**BANK RECONCILIATION**

Last **BANK STATEMENT** balance on \_\_\_\_\_ (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 on \_\_\_\_\_ (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 the financial information to be \_\_\_\_\_ and the procedures used to be \_\_\_\_\_

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> correct   | <input type="checkbox"/> excellent |
| <input type="checkbox"/> incorrect | <input type="checkbox"/> good      |
| <input type="checkbox"/> poor      | <input type="checkbox"/> fair      |
|                                    | <input type="checkbox"/> poor      |

- I have attached any and all recommendations (and the audit checklist used).  
 I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

Audit completed \_\_\_\_\_ Auditor's Signature \_\_\_\_\_  
 Audit adopted \_\_\_\_\_ (date) Print auditor's name \_\_\_\_\_

*(Copies: unit president, secretary and treasurer; council treasurer or auditor and district treasurer or auditor as directed by the district PTA. Attach copy of tax forms(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.