

**COMPLETE THIS FORM & SEND TO
 YOUR COUNCIL AND DISTRICT AUDITORS**

AUDIT REPORT FORM

Date _____ Fiscal Year _____

Name of Unit _____ IRS EIN 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 _____ (date) \$ _____

RECEIPTS since last audit \$ _____

TOTAL \$ _____

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

- 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 _____

Copies: unit president unit secretary unit treasurer council auditor OR district auditor
 Attach copy of tax form(s) to next level of PTA (council or district).

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