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### AUDIT REPORT

Date \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Name of Unit \_\_\_\_\_ IRS EIN \_\_\_\_\_  
 Council \_\_\_\_\_ District PTA \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Account Name \_\_\_\_\_  
 Bank Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Membership Dues Per Bylaws \$ \_\_\_\_\_  
 Total Members YTD \_\_\_\_\_ E-Members YTD \_\_\_\_\_

Dates covered by this audit \_\_\_\_\_ to \_\_\_\_\_

Check numbers reviewed in this audit \_\_\_\_\_ to \_\_\_\_\_

BALANCE ON HAND at date of last audit \_\_\_\_\_ (date) \$ \_\_\_\_\_

RECEIPTS since last audit \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

DISBURSEMENTS since last audit \$ \_\_\_\_\_

BALANCE ON HAND as of \_\_\_\_\_ (date) \$ \_\_\_\_\_ \*

#### BANK RECONCILIATION

BANK STATEMENT BALANCE as of \_\_\_\_\_ (date) \$ \_\_\_\_\_

DEPOSITS not yet credited (add to balance) \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### UNCLEARED CHECKS (List check number and amount)

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL uncleared checks (subtract from balance) \$ \_\_\_\_\_

BALANCE in checking account as of \_\_\_\_\_ (date) \$ \_\_\_\_\_ \*

\*These lines must balance

Read the following 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 attached recommendations and findings.
- Partially correct. More adequate accounting procedures need to be followed so that a more thorough audit report can be given.
- Incorrect.

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

Date Audit Completed \_\_\_\_\_ Date Audit Reviewed by Committee \_\_\_\_\_

Date Executive Board Adopted \_\_\_\_\_ Date Association Adopted \_\_\_\_\_

Auditor's Signature \_\_\_\_\_ Auditor's Printed Name \_\_\_\_\_

Review Committee Signature(s) \_\_\_\_\_

(Copies to: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copies of tax filings to copies provided to next level PTA.)