

Audit Report Form

Local PTA Name _____ Date _____

Council _____ Region _____

Balance on Hand (date of last audit)\$ _____

Receipts (from last audit to date of audit)\$ _____

Total Cash\$ _____

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

Balance on Hand (date of audit).....\$ _____

Latest Bank Statement Balance.....\$ _____

Checks Outstanding:

(List check numbers) (Amounts)

Total Checks Outstanding.....\$ _____

Balance in Checking Account.....\$ _____

Date of Audit _____

We have examined the books of the _____
_____ PTA and find them to be (please choose one of the
following to complete the sentence):

correct.

incomplete.

substantially correct with the following adjustments:

incorrect.

Date audit completed _____

Auditors' signatures _____

(The report should be read by a member of the auditing committee or the secretary. The presiding officer should then call for the appropriate action.)