

AUDIT REPORT

Date _____ Fiscal Year _____

Name of Unit _____ IRS EIN # _____

Bank Name _____

Dates covered by this audit _____

Check numbers reviewed in this audit _____

Balance on Hand at time of audit _____	<i>date</i>	\$ _____
Receipts since last audit _____		\$ _____
	Total	\$ _____

Disbursements (since last audit) _____ \$ _____

Balance on Hand _____ \$ _____

BANK RECONCILIATION

Last BANK STATEMENT balance \$ _____

Deposits \$ _____

CHECKS OUTSTANDING (List check number and amount)

_____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ _____

BALANCE in checking account _____ *date* \$ _____ *

*These amounts must balance

We have examined the books of the organization _____

PTA/PTSA and find them

- correct
- incorrect
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- substantially correct with the following recommendations

Date Review Completed _____

Reviewers' signatures

