

Sample Audit Report Form

Local PTA Name _____

Date _____

Council _____

District _____

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 treasurer of _____
_____ 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 _____

