

AUDIT REPORT

anteame of Unitouncil			 	Fiscal Year		
			IRS EI Number			
						nk Name
ank Address			City/Zip			
Dates covere	d by this audit					
	ers reviewed in this au					
BALANCE ON	HAND at time of last audi	t	(date)	\$		
RECEIPTS since last audit				\$		
			TOTAL			
DISBURSEMENTS since last audit				\$		
BALANCE ON	(date)		\$	*		
BANK RECON	CILIATION					
Last BANK STATEMENT balance			_ (date)	\$		
DEPOSITS	not yet credited (add to I	balance)		\$		
\$	\$	\$				
CHECKS C	OUTSTANDING (List check n	umber and amount)				
#\$_	\$	#	\$			
#\$_	\$	#	\$			
TOTAL outstanding checks (subtract from balance)				\$		
BALANCE in checking account (date)			(date)	\$	*	
				*These lines mus		
☐ I have veri	fied that all tax forms, PTA	- and government-	required forms hav	ve been filed, if required.		
The following is all that n	eeds to be read when the	auditor's report is	s given:			
I have examined the fina PTA/PTSA and find them	ncial records of the treasu	irer of				
□ correct	 □ substantially correct with the following recommendations □ partially correct more adequate accounting 		mpleted			
			e Board Adopted			
☐ partially correct mo			Association Adopted			
procedures need to be followed so that a		Auditor's	Auditor's Signature			
more thorough audit report can be given ☐ incorrect			Auditor's Printed Name			

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