

The PTA Audit

Sample PTA Financial Review Form

Local PTA Name _____ Date _____
 Council _____ District _____

Balance on Hand (date of last review).....\$ _____
 Receipts (from last review to date of review).....\$ _____
 Total Cash.....\$ _____
 Disbursements (from last audit to date of review).....\$ _____
 Balance on Hand (date of review).....\$ _____
 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 organization _____
 _____ 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 review completed _____

Reviewers' 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.)

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