

# PTA AUDIT REPORT FORM

Name of PTA Unit Fullerton School PTA PTA District 30

Balance on Hand (date of last audit).....\$ 1,341.56 \_\_\_\_\_

Receipts (from last audit to date of audit).....\$ 33,140.34 \_\_\_\_\_ (1)

TOTAL CASH.....\$ 34,481.90 \_\_\_\_\_ (2)

Disbursements (from last audit to date of audit).....\$ 32,083.06 \_\_\_\_\_ (3)

BALANCE ON HAND (date of audit).....\$ 2,398.84 \_\_\_\_\_ (4)

Latest Bank Statement Balance.....\$ 2,629.01 \_\_\_\_\_ (5)

**LIST OUTSTANDING CHECKS**

| Date       | No.  | Name              | Amount |
|------------|------|-------------------|--------|
| 01/03/2011 | 6307 | Kelly Johnson     | 80.72  |
| 06/06/2011 | 6357 | Brandy Shepardson | 3.07   |
| 06/21/2011 | 6363 | Bob Wojtas        | 51.18  |
|            |      |                   |        |
|            |      |                   |        |
|            |      |                   |        |

Total Checks Outstanding.....\$ 134.97 \_\_\_\_\_ (6)

Deposits not yet Credited.....\$0 \_\_\_\_\_ (7)

Balance in Checking Account.....\$ 2,494.04 \_\_\_\_\_ (8)

I/We have examined the books of the treasurer of Fullerton School PTA and find them to be:

- correct
- incomplete
- substantially correct with the following adjustments:  
 Check # 1283 in the amount of \$95.20 made to Rosanne Orsi had no record in the check

Book. \_\_\_\_\_

- incorrect

Auditors' signatures *Edward K. Mbewe MBA, MAFM, ACCA, CPA* Date audit completed 08/01/2011 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Add total receipts (1) to Balance on Hand to find total cash (2); subtract total disbursements (3) from total cash (2) to find current balance on hand (4). Both total receipts and total disbursements should be for the period being audited. The bank statement balance (5) less total checks outstanding (6) plus deposits not yet credited (7) will give the balance in checking account (8). (4) should equal (8).

**The audit must be presented at a General Membership Meeting prior to adopting the budget.**