AUDIT REPORT FORM

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

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Last bank statement balance _____ $_____
Date

Deposits not yet credited by bank $_____

Total checks outstanding $_____

Balance in check register _____ $_____
Date

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Attach a copy of annual report (actual expenditures compared to the approved budget showing all line times and approved adjustments).

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I have examined the books of the treasurer, bank statements, secretary's minutes, disbursement request, annual report and receipts of _____ PTA and find them to be correct.

_____	_____	_____
Signature of auditor	Signature of auditor	Signature of auditor
_____	_____	_____
Date	Date	Date

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The audit is conducted at the time specified in the bylaws. The auditor's report should be given at the next association meeting. There should be a motion from the floor to adopt the auditor's report. This action closes the financial books for the period of time covered by the audit and the treasurer is ready to start.