

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.)