

# 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.)