



**PTA  
PTA FINANCIAL REVIEW/AUDIT REPORT FORM**

Local PTA Name \_\_\_\_\_ Date \_\_\_\_\_

Council \_\_\_\_\_ District \_\_\_\_\_

Balance on Hand (date of last audit) \$ \_\_\_\_\_

Receipts (from audit to date of audit) \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Disbursements (from last audit to date of audit) \$ \_\_\_\_\_

Balance on hand (date of audit) \$ \_\_\_\_\_

Latest Bank Statement Balance \$ \_\_\_\_\_

Checks Outstanding:

(List check numbers)

Total Check Outstanding \$ \_\_\_\_\_

Balance in Checking Account \$ \_\_\_\_\_

Date of Audit \_\_\_\_\_

We have examined the books of the treasurer of \_\_\_\_\_

\_\_\_\_\_ 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 audit completed \_\_\_\_\_

Auditors' signatures \_\_\_\_\_

\_\_\_\_\_

The report should be read by a member of the auditing committee or the secretary.  
The presiding officer should then call for appropriate action.