PTA/PTSA Annual Audit Report

School Year _____

Beginning Book Balance _____ $ _____
(Date)

Total Receipts (+) $ _____

Total Disbursements (-) $ _____

Ending Book Balance _____ $ _____
(Date)

Outstanding Checks

(+) $ _____

Outstanding Deposits

(-) $ _____

Reconciled Book Balance _____ $ _____
(Date)

Ending Bank Balance _____ $ _____
(Date)

(The Reconciled Book Balance must match the Ending Bank balance)

This is to certify that the financial records of the _____
(PTA/PTSA Name)
have been examined by the undersigned auditing committee and that all disbursements were properly made and with the required authorization. The undersigned also certify that the above ending bank balances are correct.

Copies of the applicable Bank Statements are attached. This includes all cash accounts: Checking, Savings Accounts, Money Market, Certificates of Deposit, etc.

_____ /s/ _____
(Date)

/s/ _____

/s/ _____

Verified by bookkeeper /s/ _____
(Date)

Principal /s/ _____
(Date)

It is the recommendation of Internal Auditing that the Audit Committee be made up of a minimum of three members of the organization (excluding the treasurer) or that the audit be conducted by an external auditor.

(Complete and give to the bookkeeper for processing.)