

**PTA Audit Report Form**

Name of Unit \_\_\_\_\_ Date \_\_\_\_\_

Council Newport News District: PENINSULA

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

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

Total Available Funds \$ \_\_\_\_\_

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

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

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

Checks Outstanding: (list check # and amount)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Checks Outstanding (subtract) \$ \_\_\_\_\_

Total Deposits Outstanding (add) \$ \_\_\_\_\_

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

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

And find them to be (choose one of the following):

\_\_\_\_\_ correct

\_\_\_\_\_ incomplete

\_\_\_\_\_ substantially correct with the following adjustments:

\_\_\_\_\_

\_\_\_\_\_ incorrect

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

Auditor's signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_