



PTA Audit Committee Report Form

Fiscal Year: _____, 20____ to _____, 20____

PTA Unit Name _____

Council _____ Region _____

- 1. Beginning checking account balance
[should agree with prior year Fiscal Year-End (FYE) balance – line 9] \$ _____
- 2. Add: receipts (deposits) during current fiscal year (+) \$ _____
- 3. Subtotal (add lines 1 & 2 together) = \$ _____
- 4. Subtract: Disbursements (expenses) during current fiscal year (-) \$ _____
- 5. Balance on hand at end of fiscal year (subtract line 4 from line 3) = \$ _____

***** Reconciliation to Bank Statement Balance *****

- 6. Balance per Bank Statement as of FYE Date: _____ \$ _____
- 7. Subtract: total outstanding checks (-) \$ _____
- 8. Add: total outstanding deposits (+) \$ _____
- 9. Balance on hand (should match line 5) = \$ _____

NOTE: Amounts on line 5 and line 9 should be the same.

Date of Audit: _____

We have examined the books of the treasurer of _____ (local unit name) 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

Audit Committee Member's Signature Audit Committee Member's Signature Audit Committee Member's Signature

President's Signature Treasurer's Signature Date

Mail completed audit form and any supporting documentation to the Colorado PTA office 30 days after your Fiscal Year End. The report should be read by a member of the audit committee or the secretary.