AUDITOR HANDBOOK
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How to Contact Council

By Phone: (619) 297-7821

By E-mail: sducpta@yahoo.com

By Fax: (619) 297-2152

By Mail: San Diego Unified Council of PTAs
c/o Ballard Parent Center
2375 Congress Street, Bungalow 7
San Diego, CA  92110-2318

Note: You can use U.S. mail or school mail.

On the Web: www.sdcouncilpta.org

In Person: Check the website for office hours. The office is staffed by volunteers so call before coming to make sure someone will be there.
If you can’t come during normal office hours, you may call the office to make an appointment.

Parking: The closest parking is the parking lot behind the Ballard Center enter from Jefferson Street. We are in Bungalow 7.

Transit: We are located less than one-half mile from the Old Town Transit Center.
WHEN TO DO AN AUDIT

1. At the end of the first six months of your fiscal year. This is called the mid-year audit.

2. At the end of the fiscal year. This is called the year-end audit.

3. Upon resignation of the treasurer, financial secretary or any check signer.

4. Whenever deemed necessary.
The PTA auditor is an elected officer and member of the executive board. However, an individual or a committee may be appointed by the president to carry out this responsibility in the absence of an auditor. The books may also be audited, in accordance with PTA guidelines by a paid auditor.

An internal audit shall be performed by an impartial person not related by blood or marriage or residing in the same household of the president, financial officers, check signer or any chairman handling funds.

The purpose of an audit is to:
- Determine the accuracy of the books and records of the financial officers;
- Detect and recommend correction of errors;
- Protect the financial officers and relieve them of responsibility except in case of fraud;
- Verify funds have been transferred through channels (e.g., membership, insurance, Founders Day freewill offering);
- Assure the membership that the association’s resources and funds are being managed in a businesslike manner within the regulations established for their use.

Audits are performed at the times specified in the bylaws (Article VI, Section 8). Books must be audited semi-annually and at any time a financial officer resigns or no longer serves in that position, before the new officer assumes the duties, and whenever deemed necessary.

Financial records should be put in order for the auditing process shortly before the mid-term audit and before the audit at the end of the term of office. The outgoing treasurer cannot pay bills after the books are closed for audit and after the term of office ends. Upon assuming office, the incoming treasurer may deposit funds in the PTA bank account and pay authorized bills as needed.

The audit must be completed as quickly as possible. The California State PTA recommends that if the audit is not completed within two (2) weeks after the completion of the term of office, the unit president may appoint a committee to immediately audit the books. The same time frame may be followed for the semi-annual audit.

Auditing is more than verifying addition and subtraction. It involves following all financial transactions through the records to be sure receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with unit PTA bylaws, standing rules and budget limitations.

The auditor is frequently a member of the budget committee but is never authorized to sign checks. It is strongly recommended for the protection of the unit PTA, that the auditor or another elected officer who does not sign PTA checks reconcile monthly bank statements.

### AUDIT PREPARATION
- Separate audits must be done for each PTA bank account (e.g., checking, savings, etc.)
- Indicate which account is being audited with the name of the bank, type of account and the account number on each Audit Report form.
- Collect all financial books, records and reports from the treasurer and financial secretary. These will include:
  - Copy of last audit report
  - Current bylaws and standing rules
  - Checkbook, register and canceled checks (including voided checks)
  - Bank statements and deposit receipts
  - Authorizations for payment
  - Cash receipts
  - Itemized statements and receipts of bills paid
  - Monthly treasurer’s reports
  - Monthly financial secretary’s reports
  - Treasurer’s book or ledger

### AUDIT PROCEDURE
- Check off each item in red ink as it is reviewed.
- Do not correct errors. Make notes as to how to correct errors and include in your report.
- Check RECEIPTS: Examine and compare receipt book stubs and treasurer’s book (ledger) to be sure that money received has been deposited promptly, entered in proper columns and totaled correctly. Check number of memberships received with the membership chairman. When checking ledger, deposit slips, bankbook and bank statements, be sure all deposits have been credited.
• Check DISBURSEMENTS: Verify that authorization for payments made is recorded in minutes. No motion is needed for payment of transfer funds—district, State and National PTA portions of membership dues, Founders Day freewill offering and insurance premiums. Check that the totals for all memberships received from units matches the total for membership forwarded to the council (if in council) or district PTA. Check that all funds for insurance premiums and Founders Day freewill offering have been forwarded through channels.
• Compare canceled checks with checkbook register and authorizations. Be sure checks and authorizations have been signed by proper officers.
• Compare canceled checks and authorizations with disbursements in treasurer’s book (ledger). See that each disbursement has been entered in the proper column in the ledger and check totals.
• Reconcile all bank statements since the last audit with the checkbook. Compare the most recent bank statement balance with the balance in the checkbook and balance in the ledger. These figures should be the same when reconciled with any checks outstanding and/or deposits not yet recorded in the statement.
• Compare figures on monthly treasurer’s reports with those in treasurer’s ledger.
• Make certain that money collected for a specific purpose has been so disbursed (money raised for special projects, Founders Day freewill offering, council and district, State and National PTA portions of dues).
• Check to be sure required payments such as California State PTA Directors and Officers’ Liability, Comprehensive General Liability, and Workers’ Compensation insurance premiums in addition to any outside premiums, taxes, etc. have been made.
• Check that any required reporting or tax filing forms have been completed and filed. Verify the forms have been filed by checking the box on the Audit Report Form.
• Make a list of any errors in arithmetic or posting and note any bill unpaid, payments authorized in the minutes but not yet made, checks outstanding for long periods, etc., and meet with the other financial officers to make necessary corrections. If no financial officer is available, consult your council and/or district PTA officers.

In any question of mismanagement of funds, assistance should be sought immediately from council and/or district PTA officers. Do not make any implicit, explicit, written, or verbal statements or accusations. Such actions could result in a lawsuit for libel or slander.

WHEN AUDIT IS CONCLUDED
The auditor/audit committee prepares an audit report for each account. The report should include: beginning balance (ending balance from last audit), all expenditures, all deposits, outstanding checks or withdrawals, outstanding deposits, and an ending balance. (See audit examples in California State PTA Toolkit, Forms, and National PTA’s Quick-Reference Guide, Money Matters.)
• After any errors have been corrected by the treasurer and you are satisfied that the financial accounts are correct, draw a double line across the checkbook register and the ledger book where the audit concludes, sign and date both using red ink.
• Check the box that states the auditor has verified that all tax forms and PTA government-required filing forms have been filed, if required.
• Prepare copies of written report for the president, recording secretary, financial officers and the council/district PTA.

IF ALL IS IN ORDER:
• Include a statement at the bottom of the report: “The audit committee has/I have examined the records of the treasurer of PTA and found them to be correct.”

IF ALL IS NOT IN ORDER:
• Include one of the following statements at the bottom of the report:
  – “The audit committee has/I have examined the books of the treasurer of __________ PTA and find them substantially correct with the following recommendations.”
  – “The audit committee has/I have examined the books of __________ PTA and find that more adequate accounting procedures need to be followed so that a more thorough audit report can be given.”
  – “The audit committee has/I have examined the books of the treasurer of __________ PTA and find them incorrect.”

AFTER THE REPORT IS WRITTEN:
• Attach any recommendations to the report.
  – List errors in arithmetic or posting.
  – List unpaid bills, payments authorized but not paid.
  – Present the audit report to the executive board.
• Have each member of the committee or the auditor sign the report.
• Present and formally adopt the audit at an association meeting with the following motion, “I move that the audit report be adopted” and record the action in the association minutes. Read only the statement and indicate that the recommendations are attached.
• If there are questions raised by the membership, the president should state that a committee has been appointed to look into the issues raised by the audit and that the committee will report back to the association when resolution has been reached. Do not make any implicit, explicit, written, or verbal statements or accusations. Such actions could result in a lawsuit for libel or slander.
• Attach a signed copy of the audit to the minutes.
• If assistance is needed, contact the council or district PTA. At any time during the process, the California State PTA may be contacted for information or assistance.

04/2005

410 California State PTA Toolkit – 2011 Officer and Chairman Job Descriptions
# Audit Checklist

<table>
<thead>
<tr>
<th>Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws &amp; Standing Rules</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Budget(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Last Audit Report</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ledger</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Checkbook register</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Canceled checks (including voids)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Authorizations for Payment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cash Verification Forms</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bank statements, bank books and deposit slips</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Receipts/bills</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Receipts</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Executive board minutes</td>
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<td>☐</td>
</tr>
<tr>
<td>Association minutes</td>
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</tr>
<tr>
<td>Committee reports</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Monthly Treasurer Report</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Monthly Financial Secretary Reports</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Annual Financial Report</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Workers’ Compensation Annual Payroll Report form</td>
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<td>☐</td>
</tr>
<tr>
<td>IRS Forms 960/960E2/996N</td>
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<td>☐</td>
</tr>
<tr>
<td>State Form 199</td>
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<td>☐</td>
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<tr>
<td>State Form RRF-1</td>
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<td>☐</td>
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<td>IRS Form 941</td>
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<td>☐</td>
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<tr>
<td>IRS Form 1099</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>State Form DE-6</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>State Form DE-542</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Financial records provided:** (Original) ☐ ☐

**Beginning Balance Records**

1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer’s report and ending balance of last audit ☐ ☐

**Bank Reconciliation**

1. All bank statements reconciled since last audit by treasurer and reviewed monthly by non-check signer ☐ ☐
2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement) ☐ ☐
3. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)
   a. Recorded in checkbook register ☐ ☐
   b. Recorded in ledger in proper columns ☐ ☐
   c. Agree with treasurer reports ☐ ☐
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports ☐ ☐

**Membership**

1. Amount recorded and deposited equals total number of memberships
   a. # members ☐ ☐
   b. $ (membership dues listed in bylaws) ☐ ☐
2. Amount forwarded to council/district PTA equals total number of memberships
   a. # members ☐ ☐
   b. $ (amount listed in bylaws) ☐ ☐
   c. Insurance – premium(s) forwarded to council/district PTA by due date ☐ ☐

**Minutes**

1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report) ☐ ☐
2. All expenditures approved/identified in association minutes (List those expenditures not approved on recommendation report) ☐ ☐
3. Committee minutes record plans, proposed expenditures, and total of monies earned ☐ ☐

**Authorized for Payment**

1. All authorizations written for approved amounts (List missing authorizations on recommendation report) ☐ ☐
2. All authorizations have receipt/bill attached (List missing receipt/bills on recommendation report) ☐ ☐
3. Authorizations match checks written ☐ ☐

**Income**

1. Deposits properly supported ☐ ☐
2. Cash Verification Forms used with two people counting money ☐ ☐
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports ☐ ☐
4. Designated income spent as specified ☐ ☐

**Financial Secretary Reports**

1. Filed monthly ☐ ☐
2. Receipts/Debits agree with ledger & register ☐ ☐

**Treasurer Reports**

1. Filed monthly ☐ ☐
2. Agree with ledger and checkbook register ☐ ☐
3. Annual Financial Report ☐ ☐

**Committee Reports**

1. Committee reports for all fundraisers submitted or report in minutes. ☐ ☐

**Reporting Forms and Tax Returns**

1. Verify on Audit Report that all forms have been filed annually (if required) ☐ ☐
2. Audit done semiannually ☐ ☐
3. Prepare and present written report with recommendations to executive board ☐ ☐
4. Present audit report to association for adoption ☐ ☐
5. Forward report to the next level PTA (See Bylaws, Duties of Officers, Auditor) ☐ ☐

**Audit Recommendations**

- All "No" answers should be included in the report as recommendations to change financial procedures.
- At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign & date the audited materials.

**Mismanagement – Is mismanagement suspected?** (Contact district PTA president immediately for assistance.) ☐ ☐
# The five-minute audit for PTAs

A treasurer’s report includes a lot of meaningful information, but how does the PTA know it’s accurate? The unit needs to assign a non-check signer to review the bank statement each month. The most logical choices are the auditor or a member of the audit committee.

Armed with the treasurer’s financial report, minutes and the bank statement the following can be checked:

<table>
<thead>
<tr>
<th>Treasurer’s Report</th>
<th>Nov. 1-Nov. 30:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance – Nov. 1</strong></td>
<td>$3,500</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
</tr>
<tr>
<td>Giftwrap 11/1</td>
<td>$2,400 ✔</td>
</tr>
<tr>
<td>Memberships 11/14</td>
<td>$300 ✔</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$2,700 ✔</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
</tr>
<tr>
<td>CK 100 ABC Co</td>
<td>$1,299 ✔</td>
</tr>
<tr>
<td>CK 102 Alpha PTA Council</td>
<td>$160</td>
</tr>
<tr>
<td>CK 103 Mary Smith</td>
<td>$250 $300 ✔</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$2,799 $1759</td>
</tr>
<tr>
<td><strong>Ending Cash Balance</strong></td>
<td>$3,402 $4,441</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Statement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Stmt Beginning Balance</strong></td>
<td>$3,550</td>
</tr>
<tr>
<td><strong>Deposits</strong></td>
<td></td>
</tr>
<tr>
<td>11/05</td>
<td>$2,400 ✔</td>
</tr>
<tr>
<td>11/15</td>
<td>$300 ✔</td>
</tr>
<tr>
<td><strong>Total Deposits</strong></td>
<td>$2,700 ✔</td>
</tr>
<tr>
<td><strong>Checks</strong></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>$50 ✔ last treas.rpt</td>
</tr>
<tr>
<td>100</td>
<td>$1,290 ✔</td>
</tr>
<tr>
<td>103</td>
<td>$300 ✔</td>
</tr>
<tr>
<td><strong>Total Checks</strong></td>
<td>$2,159 ✔</td>
</tr>
<tr>
<td><strong>Ending Bank Balance</strong></td>
<td>$4,601</td>
</tr>
<tr>
<td>CK 102</td>
<td>-160</td>
</tr>
</tbody>
</table>

Call president and treasurer. Looks like Nov. treas.’ report needs to be corrected. Could be bank error?

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**Note:** If the bank statement does not include copies of checks, the unit has to obtain copies. Most banks have online access. PTAs can have online access to their bank accounts, but they must decline any access to online payment of bills.

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**Step 1:** Look at the checks. Verify
- Two signatures on every check
- Payee, amount and date match the treasurer’s report
- Purpose of payment is included in the check’s note section

**Step 2:** Look at the deposits. Verify
- Date and amount match the treasurer’s report
- Deposits have been timely

**Step 3:** Assure no online payments or withdrawals have been made using a debit/ATM card.

**Step 4:** Reconcile the bank statement to the treasurer’s report.
Make adjustments for checks that have not cleared and deposits not shown.

**Step 5:** Contact the treasurer to determine the source of the error(s). Corrections, if required, are included in the next treasurer’s report. Report findings to unit president, treasurer and auditor (if reviewer isn’t the auditor).

*Note: the five-minute audit will NOT reveal that the treasurer allocated $100 collected for Membership Dues to Gift-Wrap Income instead, but it will point out that a $1,000 deposit showing on the treasurer’s report didn’t actually make it to the bank or that a check cashed by the bank didn’t show up on the treasurer’s report. If this happens, ask more questions and investigate further!*

PTA resources include Toolkit, Finance section: 5.3 Banking, 5.3.3 Bank Statements, 5.3.6a Check Writing; Forms section: Check Sample.

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Preparation for an Audit

Collect all financial books, records and reports from the treasurer, including:

- A copy of the last audit report;
- Current bylaws and standing rules;
- Originals of checkbook register, whether handwritten or computer generated, and canceled checks (including voided checks);
- Originals of bank statements, bank book for each bank or savings account;
- Deposits and supporting documents for the cash receipts;
- Authorizations for payment with attached receipts;
- Itemized statements and receipts of bills paid;
- Monthly Treasurer’s Reports;
- Original treasurer’s books/ledgers including back-up files (external storage device) if books are kept on a computer;
- Financial Report by category for the period of the audit with or without budget comparison;
- Copies of board, executive committee and association minutes, including an adopted budget, any amendments that were approved during the year, approval of expenditures, and ratification of payments;
- Committee reports from chairmen (e.g., fundraising, membership, etc.);
- Any other information requested by the auditor;
- Copy of PTA-required Workers’ Compensation Annual Payroll Report form;
- Copies of all required state and federal report forms if PTA hires employee(s);
- Copies of all required federal report forms if PTA hires independent contractor(s);
- Copies of the most recently filed IRS Form 990;
- Copies of the applicable State Form 199 and RRF-1.
Audit Procedure and Recommendations

The Audit Checklist should be used, and each box marked in the negative should result in an audit recommendation. Audit each account separately. Check off items in red ink as they are reviewed. Do not correct errors. Ask the responsible financial officer to correct errors. After errors have been corrected, and the auditor is satisfied that the financial accounts are correct, the auditor needs to denote the ending date of the audit. If a manual ledger and check register exists, draw a double line across the ledger and checkbook register where the audit concludes and sign and date using red ink, “Audited by (name) on (date).” If a computerized accounting program is used, attach a copy of the cash account and the last page of the check register to the audit report filed with the secretary minutes, sign and date using red ink, “Audited by (name) on (date).”

The auditor ensures that the association’s financial transactions have been accurately recorded

- Include bank name, bank address, type of account and the account number on each report.
- Start audit with records posted after the last audit. Verify the amount shown on the first bank statement (adjusted for outstanding checks and deposits per the prior audit) corresponds to the starting balance recorded in the checkbook register, ledger, and treasurer report, and the ending balance of the last audit.
- Confirm bank statement was reviewed by another non-check signer if the auditor had not been assigned that task.
- Verify there have been no ATM transactions.
- Make sure every check issued for the audit period is substantiated with an authorization for payment, the reason and budget line item for the disbursement, appropriate payee and a receipt or bill. Each authorization should be signed by the president and the secretary. If the check has cleared the bank verify that there are two signatures and that both were from authorized check signers. Verify authorization/ratification in the
minutes. Note: Checks issued for pass-through funds do not require pre-authorization but should be ratified.

- Check that all bank charges and interest earned are recorded in the checkbook register, ledger and treasurer reports.
- Trace each deposit slip to bank statement and checkbook entries. Verify deposits are properly supported and that a Cash Verification Form (Forms, Chapter 9) or equivalent was used for each deposit. Verify that at least one of the signers of the form was an officer or committee chairman. Ensure money was deposited promptly.
- Ensure collection process is in place for returned checks that includes reimbursement of applicable bank charges. A returned check is treated as reverse income and reimbursed bank charges are treated as reverse expenses. Verify returned checks have been properly reported.
- Verify deposits and checks have been properly recorded in the treasurer’s reports.
- Verify the deposits and checks have been properly posted to the ledger and check register. Note: Request computer reports that show all the various accounts affected by the transaction.
- Verify that all income and expenditures are allocated into budgeted categories.
- Make certain that council, district, State and National PTA portions of the membership dues have been kept separate from other receipts.
- Make certain that the number of memberships agrees with membership chairman’s report, and verify that membership monies collected correspond to membership monies forwarded.
- Ensure payment for insurance premiums.
- Make certain the money collected for a specific purpose (special projects, Founders Day, scholarship funds, council dues, etc.) has been so disbursed.
- Check event reports to verify receipts and expenditures have been properly reflected in the financial records.
- If an advance has been given, verify that receipts and/reimbursements have been received and properly recorded. If money was returned, verify it has been redeposited into the PTA account.
• Compare figures on monthly treasurer and financial reports against ledger for accuracy.
• Ensure proper tax returns have been filed.
• Verify that the PTA-required Workers’ Compensation Annual Payroll Report form has been filed through PTA channels.
• Verify that all required state and federal report forms have been filed if PTA hires employee(s) or independent contractor(s).

For more information about PTA audit procedures, refer to *Bylaws for Local PTA/PTSA Units*, Article VI, Section 8

The auditor should feel free to contact the treasurer if there are questions or issues needing clarification. If an error in recording a transaction is found, the auditor needs to recommend the entry be corrected. Any corrections made as a result of the audit need to be listed on the next treasurer’s report.

The auditor should not be punitive in the report/recommendations. Difference of opinion as to process should not result in a recommendation if the treasurer’s records are correct.

Some examples of recommendations are:

• Cash must be counted by two PTA members and each must sign the [Cash Verification Form](#). On xxxx, xxxx, xxxx, and xxxx there was only one signature.

• Authorization for expenditure must be voted on by the executive board or association before checks are issued. Check numbers xxx, xxx, xxx were issued before authorizations were approved.

• Authorization forms must be signed by the secretary and president for check numbers xxxx, xxx and xxxx.

• Check numbers xxx, xxx and xxx were issued more than six months ago. They should be voided, and investigated and reissued if necessary.

If assistance is needed, contact the council or district PTA. At any time during the process, the California State PTA also may be contacted for information and assistance.
AUDIT REPORT

Date ___________________________   Fiscal Year ___________________________
Name of Unit ______________________   IRS EI Number _______________________
Council ___________________________   District PTA _________________________
Bank Name ___________________________   Account # _________________________
Bank Address ___________________________   City/Zip _________________________

Dates covered by this audit ______________________________________________________
Check numbers reviewed in this audit ___________________________________________

BALANCE ON HAND at time of last audit ______________ (date) $ __________
RECEIPTS since last audit $ __________
$ __________
TOTAL $ __________
DISBURSEMENTS since last audit $ __________
BALANCE ON HAND ______________ (date) $ __________*

BANK RECONCILIATION
Last BANK STATEMENT balance ______________ (date) $ __________
DEPOSITS not yet credited (add to balance) $ __________
$ __________$ __________

CHECKS OUTSTANDING (List check number and amount)
# $ ______ # $ ______ # $ ______
# $ ______ # $ ______
TOTAL outstanding checks (subtract from balance) $ __________
BALANCE in checking account ______________ (date) $ __________*

☐ I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor’s report is given:

I have examined the financial records of the treasurer of ________________________________ PTA/PTSA
and find them
☐ correct
☐ substantially correct with the following recommendations
☐ partially correct more adequate accounting procedures need to be followed so that a more thorough audit report
   can be given
☐ incorrect

Audit completed ______________        Auditor’s Signature _______________________
Audit adopted ______________________

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or
   auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
   A separate audit form must be completed for each bank account.

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