

Corona Norco Council PTA Audit Report Page 3
ALL UNITS: This form must be included with all audit reports.

Unit name _____ Auditor's Name _____

1. Were there Non-Sufficient Funds (NSF-bounced checks) received during this reporting period?

Circle one: Y or N

A. If yes, list the total dollar amount of NSF accrued during this rating period: \$ _____.

B. List the total amount of NSF collected or reimbursed to your PTA from the check writers:

\$ _____.

C. List the total amount of NSF NOT collected or reimbursed to your PTA from the check writers:

\$ _____.

2. List the total amount of NSF Bank Fees your bank charged you: \$ _____.

A. List the total amount of NSF Bank Fees collected or reimbursed to your PTA from check writers:

\$ _____.

B. List the total amount of NSF Bank Fees NOT collected or reimbursed to your PTA from check writers:

\$ _____.

3. Were prior auditing period recommendations corrected? Circle one: Y or N

4. Does your Unit's "Funds Request" forms or "Payment Authorization" forms align with the current CAPTA Toolkit? Circle one: Y or N

5. Are inventory lists recorded in the Secretary's Minute Book? Circle one Y or N

(ie: T-shirts, popcorn or snow cone machine)

6. Book Fair Credits: Did your Unit use book fair credits or receive cash payment for the book fair?

Circle one: Credits or Cash Payment

A. If credits were earned, what is the amount of book fair credits currently available?

\$ _____.

B. If cash was earned, what was the amount of the cash payment earned?

\$ _____.

7. List the amount of monthly service charges and bank fees charged to your Unit by your bank:

\$ _____. List the total amount of service charges and bank fees charged to your unit by your bank for this reporting period: \$ _____.

8. How many bank accounts does this Unit have? (Include all savings and checkings) _____.

9. Does this Unit have a "Pay Pal" account? Circle Y or N

10. Auditor information (person completing this audit report):

NAME: _____

PHONE: _____

EMAIL: _____