

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?

Yes No

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? Yes No

**4.** Does your Unit's "Funds Request" forms or "Payment Authorization" forms align with the current CAPTA Toolkit? Yes No

**5.** Are inventory lists recorded in the Secretary's Minute Book? Yes No  
(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?

Credits (ie Scholastic Dollars) 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 checking) \_\_\_\_\_.

**9.** Does this Unit have a "Pay Pal" account? Yes No

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

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_