

## Audit Committee Report

Balance on Hand as of \_\_\_\_\_ \$ \_\_\_\_\_

Receipts from to \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Disbursements from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

Balance on Hand as of \_\_\_\_\_ \$ \_\_\_\_\_

Bank Statement Balance as of \_\_\_\_\_ \$ \_\_\_\_\_

Outstanding Checks:

| Check # | Amount |
|---------|--------|
| _____   | _____  |
| _____   | _____  |
| _____   | _____  |
| _____   | _____  |

Total Checks Outstanding \$ \_\_\_\_\_

Balance in Checking Account as of \_\_\_\_\_ \$ \_\_\_\_\_

We have examined the books of this PTA and find them to be:

- correct.
- incomplete.
- substantially correct with the following adjustments and recommendations:

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

- incorrect.

Signatures of Committee/Date

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