Sample Audit Report

#1-#12 correspond with the sample audit procedures found in the Resource Guide Section 05A - Finance (https://nyspta.org/home/pta-leaders/nys-pta-resource-guide/).

Audit Report of __________________________ PTA/PTSA                          Unit Code _______ (Example - 01-088)

Audit covering period of Month Day, Year to Month Day, Year (Example - July 1, 2020 (#1) to June 30, 2021 (#2))

Beginning Balance on Hand .................................................................................................................$5,025.00 (#3)
Receipts..................................................................................................................................................$25,114.53 (#4)
Total .....................................................................................................................................................$30,139.53 (#5)
Disbursements .......................................................................................................................................$24,941.04 (#6)
*BALANCE ON HAND..........................................................................................................................$5,198.49 (#7)

Latest Bank Statement Balance ...........................................................................................................$7,827.04 (#8)

Checks Outstanding:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>$1,608.55</td>
</tr>
<tr>
<td>235</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>296</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

(More than 3 missing checks SEE ATTACHED)

Total Checks Outstanding ......................................................................................................................$2,628.55 (#9)
*Balance in Checking Account .............................................................................................................$5,198.49 (#10)

Date of Audit ______________________ ( #11)

We, the undersigned members of the audit committee, have examined the books of the treasurer of ABC PTA/PTSA and find them to be in order.

__________________________________  
__________________________________  
_______________ (#12) Chair

*AMOUNTS MUST MATCH