



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:

<u>Check #</u>	<u>Amount</u>
110	\$1,608.55
235	\$1,000.00
296	\$20.00

(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