Audit Report Form

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(To upload, go to your PTA’s MemberHub Admin Console and choose Financial Review/Audit Submission)

Name of PTA/PTSA or COUNCIL __________________________________________ Region ____________
Name of PTA/PTSA President ___________________________ Email ________________________________

Date of Audit: ____________________________

This audit is for July 1, _____ through June 30, ______. (Other dates ________________________).

1. Beginning Balance (as of last date covered by last audit) $ ________________

2. Receipts (total from the beginning to the end of the period covered by this audit) $ ________________

3. Total Cash (add number 1 and number 2) $ ________________

4. Disbursements (total from the beginning to the end of the period covered by this audit) $ ________________

5. Ending Balance (subtract number 4 from number 3) $ ________________

6. Bank Statement Balance (for last month covered by this audit) $ ________________

7. Checks Outstanding

________________________  __________________________
________________________  __________________________
________________________  __________________________

Total Checks Outstanding $ ________________

8. Bank Account Balance (Subtract number 7 from number 6) $ ________________

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

(please choose one) _____ Correct  _____ Incomplete  _____ Incorrect

Adjustments or Comments: ________________________________________________________________

______________________________________________________________________________________

Audit Committee (or professional auditor)

1. (Member) __________________________________________ (Signature) __________________________ Email ________________________________

2. (Member) __________________________________________ (Signature) __________________________ Email ________________________________

3. (Member) __________________________________________ (Signature) __________________________ Email ________________________________

This report should be presented to the PTA/PTSA at its first general meeting following the audit.
Tennessee PTA, 1905 Acklen Avenue, Nashville, TN 37212