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### PTA AUDIT REPORT FORM

Date 01-07-13  
 Name of Unit Gabrielino PTSA  
 Council Out of Council  
 Bank Name US Bank  
 Bank Address \_\_\_\_\_

Fiscal Year 2013-2014  
 IRS EI Number 95-449850  
 District PTA 1st  
 Account # \_\_\_\_\_  
 City/Zip \_\_\_\_\_

Dates covered by this audit 07-04-13 to 12-31-13  
 Check numbers reviewed in this audit 1001-1022

BALANCE ON HAND at time of last audit <u>7-3-13</u> (date)	\$ <u>2121.78</u>
RECEIPTS since last audit	\$ <u>9369.98</u>
<b>TOTAL</b>	\$ <u>11491.76</u>
DISBURSEMENTS since last audit	\$ <u>4300.87</u>
BALANCE ON HAND <u>12-31-13</u> (date)	\$ <u>7190.89</u>

#### BANK RECONCILIATION

Last BANK STATEMENT balance 12-31-13 (date) \$ 7365.89  
 DEPOSITS not yet credited (add to balance) \$ 0  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### CHECKS OUTSTANDING (List check number and amount)

# <u>1017</u> \$ <u>50.-</u>	# _____ \$ _____	# _____ \$ _____
# <u>1019</u> \$ <u>125.-</u>	# _____ \$ _____	# _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ 175.00  
 BALANCE in checking account 12-31-13 (date) \$ 7190.89

\*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, as required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Gabrielino High School PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed 1-8-13 Auditor's Signature [Signature]  
 Audit adopted 1-27-14

(Copies: unit president, secretary, treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA.)

Submit separate report of explanation and recommendation to executive board.  
 A separate audit form must be completed for each bank account.

