

# FINANCIAL REVIEW AUDIT REPORT

**for**

**PTA/PTSA**

For the Time Period of \_\_\_\_\_ to \_\_\_\_\_

**Date of Audit Review:** \_\_\_\_\_

<b>BALANCE</b> , (Date of last audit)	\$																								
ADD RECEIPTS (for fiscal year or date of last audit to the current time)	+ \$																								
<b>TOTAL CASH</b>	\$																								
SUBTRACT DISBURSEMENTS (for fiscal year or date of last audit to the current time)	- \$																								
<b>BALANCE</b> , (Date of end of audit period)(end of fiscal year)	\$																								
<b>RECONCILIATION OF BALANCE ON HAND</b>																									
<b>BANK STATEMENT BALANCE</b> (at end of audit period) Date: _____	\$																								
ADD DEPOSITS not yet credited by Bank	+ \$																								
SUBTRACT OUTSTANDING CHECKS*:  <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"></td> <td style="width: 35%; text-align: center;"><u>Check Number</u></td> <td style="width: 30%; text-align: center;"><u>Amount</u></td> <td style="width: 20%;"></td> </tr> <tr> <td>List Checks:</td> <td>No. _____</td> <td>\$ _____</td> <td></td> </tr> <tr> <td></td> <td>No. _____</td> <td>\$ _____</td> <td></td> </tr> <tr> <td></td> <td>No. _____</td> <td>\$ _____</td> <td></td> </tr> <tr> <td></td> <td>No. _____</td> <td>\$ _____</td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: right;">Total Outstanding Checks</td> <td style="text-align: right;">- \$ _____</td> </tr> </table>		<u>Check Number</u>	<u>Amount</u>		List Checks:	No. _____	\$ _____			No. _____	\$ _____			No. _____	\$ _____			No. _____	\$ _____			Total Outstanding Checks		- \$ _____	
	<u>Check Number</u>	<u>Amount</u>																							
List Checks:	No. _____	\$ _____																							
	No. _____	\$ _____																							
	No. _____	\$ _____																							
	No. _____	\$ _____																							
	Total Outstanding Checks		- \$ _____																						
*use back of form for additional checks.																									
<b>FINAL CHECKING ACCOUNT BALANCE on</b> _____	\$																								

ATTACH COPY OF ANNUAL REPORT (actual expenditures compared to the approved budget showing all line items and approved adjustments)

**Certification of Audit Committee:** We have examined the annual report and financial records of the treasurer of \_\_\_\_\_ PTA/PTSA for the period of \_\_\_\_\_ to \_\_\_\_\_ and find them to be:

- correct
- incomplete
- substantially correct with the following adjustments (list adjustments)
- incorrect (list reasons)

**Auditor's Signature**

**Date**

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

**Provide comments that should be brought to the attention of the PTA:**

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

**Please send or fax a copy to MD PTA at**  
 fax #: 410-760-6344  
 mail to MD PTA, 5 Central Ave. Glen Burnie, MD 21061  
 or email to office@mdpta.org