

# AUDIT REPORT FORM

\_\_\_\_\_  
PTA/PTSA

(A) Balance as of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

(B) Receipts from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

(C) Total cash as of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

(D) Disbursements from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

(E) Balance as of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

(A + B = C & C - D = E)

We have examined the books of the treasurer of: \_\_\_\_\_

PTA/PTSA and find them to be:

Correct

Incomplete

Substantially correct with the following adjustments:

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

Incorrect

Date audit completed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Auditors' Signatures

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

The Audit Committee report has been presented to the board of directors and the general membership.

*Send a copy of this audit report to:*

**Alabama PTA**  
**470 South Union Street**  
**Montgomery, AL 36104**