

Local PTA Name \_\_\_\_\_ Year-end Date \_\_\_\_\_

Council \_\_\_\_\_ District \_\_\_\_\_

Balance on Hand (date of last audit) June 30, \_\_\_\_\_ (1) \$ \_\_\_\_\_

Add: Receipts: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ (2) \$ \_\_\_\_\_

Total Cash (Add line 1 and 2) (3) \$ \_\_\_\_\_

Less: Disbursements: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ (4) \$ \_\_\_\_\_

Book Balance: Reserve Balance at Year-end (Line 3 minus Line 4) (5) \$ \_\_\_\_\_

Latest Bank Statement Balance (see copy attached) (6) \$ \_\_\_\_\_

Less: Checks Outstanding (See List) (7) \$ \_\_\_\_\_

Add: Deposits in Transit (8) \$ \_\_\_\_\_

Balance in Checking Account Per Bank (Line 6 minus line 7 plus line 8) (9) \$ \_\_\_\_\_

Date of examination: \_\_\_\_\_

Line 5 must EQUAL line 9

We have examined the books of the treasurer of Perry Hall Middle School PTSA and find them to *appear to* be (please choose one of the following to complete the sentence):

\_\_\_\_\_ correct, based on the test work performed.

\_\_\_\_\_ incomplete, based on the test work performed.

\_\_\_\_\_ substantially correct based on the test work performed with the following adjustments:

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

\_\_\_\_\_ incorrect based on the test work performed.

Date examination completed \_\_\_\_\_

Examiners' signatures:

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

(The report should be read by a member of the auditing committee or the secretary. The presiding officer should then call for the appropriate action.)