

# Audit Report Form

PTA/PTSA Name \_\_\_\_\_ Date \_\_\_\_\_ MI PTA ID# 608 \_\_\_\_\_

**Livonia PTSA Council**

**Livonia Public Schools District Region F**

(A) Balance as of ____/____/____ (last audit date)	\$ _____
(B) Receipts from ____/____/____ to ____/____/____ (date of last audit) (date of this audit)	\$ _____
(C) Total cash as of ____/____/____	\$ _____
(D) Disbursements from ____/____/____ to ____/____/____ (date of last audit) (date of this audit)	\$ _____
(E) Balance on hand as of ____/____/____	\$ _____
(A) + (B) = (C) (C)-(D) = (E)	
(F) Latest bank statement balance	\$ _____
(G) Outstanding checks (list #s)	
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(H) Total \$ checks outstanding	\$ _____
(I) Current balance in checking account	\$ _____

## Audit Report

We have examined the books of the treasurer of the \_\_\_\_\_ PTA/PTSA and find them to be:

- Correct  
 Incomplete  
 Substantially correct with the following adjustments: \_\_\_\_\_

Incorrect

**Date Audit Completed** \_\_\_\_/\_\_\_\_/\_\_\_\_

	<b>Auditor #1</b>	<b>Auditor #2</b>	<b>Auditor #3</b>
<b>Name</b>	_____	_____	_____
<b>Signature</b>	_____	_____	_____
<b>Address</b>	_____	_____	_____
<b>Phone/email</b>	_____	_____	_____

**A copy of this audit should be sent to the Michigan PTA upon completion (no later than November 15):**

Michigan PTA • 1390 Eisenhower Place • Ann Arbor, MI 48108

**OR** email to: [membership@michiganpta.org](mailto:membership@michiganpta.org)

## Audit Party

### To prepare for audit you should have/bring:

- a calculator
- an income and expense statement (total income and total expenses for the year)
- check register (two copies would be helpful)
- last year's audit form
- bank statements
- hard copies of expenses & receipts (check requests)
- list of outstanding checks (check numbers and amounts)

### What should you do during an audit?

There are two parts to the audit. The first is to reconcile the treasurer's books - this is the part involving filling out the form to make sure the report and bank statements balance. The second part involves reviewing the treasurer's files, making sure forms (deposits and check requests) and receipts are present and correct. Every form doesn't need to be reviewed, but enough should be reviewed to be certain procedures are being correctly followed.

- complete the audit form - instructions below
- if checks (or carbons) are there, check for two signatures. A check should never be signed by the person to whom it is written, or made out to "cash"
- check request forms should have receipts attached (for the correct amount)
- deposits (tally sheets) should have bank slips attached
- checks should match bank statements (check # and amount)

### What goes on the Audit Form?

Line A	The balance from last year's Audit
Line B	This year's total income (including interest)
Line C	Add line A + line B
Line D	This year's total expenses (all checks and cash spent this year)
Line E	Line C - Line D
Line F	June bank statement = checking + savings total
Line G	identify outstanding (un-cashed) checks (leave blank)
Line H	Total \$ amount of outstanding checks
Line I	Line F - Line H

**Line I should match Line E.**