

PTA AUDIT/FINANCIAL REVIEW FORM (PAGE 2 of 3)



Year 20 19 - 20 20
 Date 7/27/2020

PTA Name District 10 PTA LU ID # _____

Council FULTON - D10 District 10

Dates covered by this audit/financial review from: June 2019 to: June 2020

- 1. Balance on Hand (From Date of Last Audit)..... \$ 452.13
- 2. Receipts (From last audit to date of audit)..... \$ 0
- 3. Total Cash (add 1 and 2 together)..... \$ 452.13
- 4. Disbursements (From last audit to date of audit)..... \$ 0
- 5. Balance on Hand (Date of Audit, subtract line 4 from line 3)..... \$ 452.13
- 6. Bank Statement Balance as of _____ (date) \$ 452.13 *PLS 9/16/20*

7. Checks Outstanding (List check number and amount)

Check #	Amount	Check #	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 8. Total Outstanding Checks..... \$ 0
- 9. Balance in Checking Account (Subtract line 8 from line 6)..... \$ 452.13

Note: Amounts on line 5 and 9 should be the same.

Only one line can be checked, if there are any findings (even minor) line 2 must be checked:

- 1. I (We) have audited the books and find them to be correct.
- 2. _____ I (We) have audited the books and found the following problems and/or make these suggestions.
 Problems/suggestions must be noted on page 3 of the audit form.
- 3. _____ I (We) have audited the books and found significant problems that must be reported to the district PTA immediately for assistance. Please document finding on page 3 of the audit form.

<u><i>Peggy Jackson</i></u> Auditor/Reviewer Signature	_____ Auditor/Reviewer Signature	_____ Auditor/Reviewer Signature
<u>Peggy Jackson</u> Auditor/Reviewer Printed Name	_____ Auditor/Reviewer Printed Name	_____ Auditor/Reviewer Printed Name
<u>(703) 310-0108</u> Auditor/Reviewer Phone Number	_____ Auditor/Reviewer Phone Number	_____ Auditor/Reviewer Phone Number
<u><i>[Signature]</i></u> Outgoing President's Signature (mandatory)	<u><i>[Signature]</i></u> Outgoing Treasurer's Signature (mandatory)	_____ Date

The auditor/auditing committee report must be in writing and submitted with the audit. If the auditor/committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted.

Note: A copy of the Financial Review/Audit must be submitted to Georgia PTA by the last business day in September. Once the appropriate 990 is filed with the IRS, please submit the IRS filing verification form and appropriate documents to Georgia PTA.