

AUDIT REPORT FORM

Organization: Hiteon Elementary PTC

Balance on Hand (as of date of previous audit) \$ _____

Receipts (from last audit to end of fiscal year) \$ _____

TOTAL CASH \$ _____

Disbursements (from last audit to end of fiscal year) \$ _____

Balance on Hand (as of date of current audit) \$ _____

Latest Bank Statement Balance \$ _____

Checks Outstanding (list check numbers and amounts)

Total Checks Outstanding \$ _____

Balance in Checking Account \$ _____

We have examined the books of the Treasurer of the Hiteon Elementary PTC and find them to be (please choose one of the following)

Correct

Incomplete

Substantially correct with the following adjustments

Incorrect

Date Audit Completed

Auditors' Signatures

Hiteon PTC Audit Checklist

- Bylaws
 - Budget(s)
 - Last Audit Report
 - Quicken Ledger
 - Checkbook Register Report
 - Cancelled checks (including voids)
 - Authorizations for Payment
 - Cash Verification Forms
 - Bank Statements, bank books, reconciliation reports and deposit slips
 - Receipts/Bills
 - Cash Receipts
 - Treasurer Binder
 - IRS Form 990 filed
 - Oregon Department of Justice annual report Form CT-12 filed
 - Meeting Minutes
- Financial records provided: (Originals – Treasurers File Box)

Bank Reconciliation

1. All bank statements reconciled since last audit by treasurer and banking committee.
2. Ending balances (checkbook register report, ledger and reconciliation report agree with bank statement (Adjusted for outstanding checks and deposits not posted to bank statement)
3. Everything properly recorded in check register report

Authorizations for Payment

1. Verify authorizations written for approved amounts
2. Verify receipts/bills have been filed correctly

Income

1. Cash receipts used
2. Cash verification forms used with two people counting the money
3. Income received matches deposits recorded in the checkbook register report, ledger and bank reconciliation reports.
4. Designated income spent as approved.

Treasurer Reports

1. Bank Reconciliation Filed Monthly
2. Agree with ledger and checkbook register report
3. End of year close complete

Reporting Forms and Tax Returns

1. Verify that all forms have been filed annually if required

Audit Reports

1. Audit done annually
2. Audit Checklist and Audit Report Form completed and submitted to the board for approval at the first meeting in the fall when school starts.
3. Audit Report received by the PTC Board

_____ President initial(s)

_____ Treasurer initial(s)