

# 2011-2012 Audit

## PTA AUDIT REPORT FORM

Name of PTA Unit Ivy Hill School PTA PTA District 37

Balance on hand (date of last audit) \$ 7,277.00 -

Receipts (from last audit to date of audit) \$ 55,698.42 (1) =

TOTAL CASH \$ 62,975.42 (2) -

Disbursements (from last audit to date of audit) \$ 53,433.44 (3) -

BALANCE ON HAND (date of audit) \$ 9,541.98 (4) -

Latest Bank Statement Balance \$ 9603.89 (5) -

### LIST OUTSTANDING CHECKS

Date	No.	Name	Amount
6/18/2012	1282	Lynette Nimmo	32.37
6/19/2012	1284	Kara Janus	32.99

Total Checks Outstanding \$ 65.36 (6) -

Deposits not yet Credited - bank credit on 6/30/2012 Saturday \$ 3.45 (7) -

Balance in Checking Account \$ 9541.98 (8) -

We have examined the books of the treasurer of Ivy Hill School PTA and find them to be:

correct

incomplete

substantially correct with the following adjustments:

incorrect

### AUDIT COMMITTEE MEMBER'S SIGNATURES

Mary Van Hoy  
(Chairman)

Ed Newman

Lynette Nimmo

Date audit completed 7/3/12

Add Total Receipts (1) to Balance on Hand to find Total Cash (2); subtract Total Disbursements (3) from Total Cash (2) to find current Balance on Hand (4). Both Total Receipts and Total Disbursements should be for the period being audited. The Bank Statement Balance (5) less Total Checks Outstanding (6) plus Deposits not yet Credited (7) will give the Balance in Checking Account (8). (4) should equal (8)

**The audit must be presented at a General Membership Meeting prior to adopting the budget.**