Arkansas PTA
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PTA AUDIT WORKSHEET

An electronic audit form must be completed and submitted <u>every year</u> by *<u>August 15th</u>* Use our Audit Report Form link on Givebacks to complete your Google Form. Please only use this worksheet as a template guide, as all submissions are to be entered electronically.

Name of Unit _____ PTA / PTSA Date _____

Council _____ Region _____ County _____ Tax ID# _____

School Address City _____Zip _____ Treasurer's Name_____Phone _____

Previous Balance on Hand (as of last audit date)	$ _____	Line A
Receipts (from last audit to current audit)	$ + _____	Line B
Total Cash	$ = _____ (Line A + Line B)	Line C
Disbursements (from last audit to current audit)	$ - _____	Line D
BALANCE ON HAND (date of audit) *This should equal Line I*	$ = _____ (Line C - Line D)	Line E

Last Bank Statement Balance (Statement Dated _____)	$ _____	Line F
ADD: Deposits in Transit		
Date of Deposit _____ Amount $_____		
Date of Deposit _____ Amount $_____	$ + _____	Line G

LESS: Outstanding Checks

Payee	Check#	Check Date	Amount
_____	_____	_____	$ _____
_____	_____	_____	$ _____
_____	_____	_____	$ _____
_____	_____	_____	$ _____

$ - _____ Line H

BALANCE IN BANK ACCOUNT *This should equal Line E* $ = _____ (Line F + Line G - Line H) Line I

I/We have examined the books of the treasurer of the _____PTA/PTSA in accordance with procedures outlined by Arkansas PTA and find them to be (choose one)

❑ Correct ❑ Other (will need to list why)

_____

I/We verify that all membership dues for the audited fiscal year are paid, and there is not a balance owed to National PTA or Arkansas PTA through Givebacks.

__ Correct __ Incorrect (If incorrect the liability must be remitted for acceptance of the audit.)

I/We verify that the following IRS report will be or has been completed for the fiscal year ending June 30th. _____

❑ Form 990 (gross receipts >=$25,000) ❑ ePostcard Form 990-N (gross receipts <$25,000)

Date of Audit _____ Auditor (print) _____ Phone _____

_____ _____ _____

Please also be prepared to list the name and contact info for three members of the Audit Committee. ___

Complete your Google Form by using the link in Givebacks on the Audit page and then log your submission. After completing the form, a copy of the Google sheet will be emailed to you and the treasurer. If you need assistance in completing the audit, please contact Arkansas PTA:____

ARKANSAS PTA www.arkansaspta.org
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