

PTA AUDIT WORKSHEET

An electronic audit form must be completed and submitted every year by **August 15th** 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 C
	Line A + Line B	
Disbursements (from last audit to current audit)	\$ - _____	Line D
BALANCE ON HAND (date of audit)	\$ = _____	Line E
<i>This should equal Line I</i>	Line C - Line D	

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 \$ = _____ Line I

This should equal Line E Line F + Line G - Line H

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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