

SCHOOL RELATED ORGANIZATION AUDIT REPORT

School _____ Audit Period _____

Name of Organization _____

| | |
|-------------------------------------------------|----------|
| Balance on Hand (date of last audit/per ledger) | \$ _____ |
| Add Receipts (from last audit to date of audit) | _____ |
| Total Cash | \$ _____ |

| | |
|--------------------------------------------------------|----------|
| Less: Disbursements (from last audit to date of audit) | _____ |
| *Balance on Hand (date of audit/per ledger) | \$ _____ |

| | |
|-------------------------------------------------|----------|
| Bank Balance per Bank Statement (date of audit) | \$ _____ |
| Outstanding Deposits | _____ |
| Subtotal | _____ |

Outstanding Checks:

List per check number & amount

| Check | Amount |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|-----------------------------------|-------|
| Less: Total of Outstanding Checks | _____ |
|-----------------------------------|-------|

| | |
|---------------------------------|----------|
| *Balance recorded in check book | \$ _____ |
|---------------------------------|----------|

(*Should balance to same amount.)

Audit Instructions:

The books are to be reviewed by three individuals – not to include the treasurer or other signers on the bank account(s) for the audited year. The audit Committee is to consider that the receipts are adequate backup for the expenditures and deposits reflect reasonable income for activities.

I have examined the books of the treasurer of _____ and
Organization Name
 find them to be correct.

Signed _____ Signed _____

Signed _____ Date _____

Return to Nonnie Onyancha, Controller, 903 S. Edgemoor , 67218 (U.S. Mail) or AMAC Building, (Interschool Mail) by July 31 (each year).