

PTA AUDIT REPORT FORM 2010-2021

Name of PTA Unit Windsor Elementary PTA Region/District 37

Balance on hand (last audit date's balance) \$ 20,137.58

Receipts (from last audit to today's audit) \$ +10,328.38 (1)

TOTAL CASH \$ 30,673.79 (2) *+ 207.83 - o/s checks donated*

Disbursements (from date of last audit) \$ - 9,943.91 (3)

BALANCE ON HAND (date of audit) \$ 20,729.88 (4)

Latest Bank Statement Balance \$ 22,753.45 (5)

LIST OUTSTANDING CHECKS

Date No. Name Amount

See attached

Total Checks Outstanding \$ 2,023.57 (6)

Deposits not yet Credited \$ — (7)

Balance in Checking Account \$ 22,753.45 (8)

We have examined the books of the treasurer of Windsor Elementary PTA and find them to be:

- correct *(Melissa Anderson)*
- incomplete
- substantially correct with the following adjustments:
- incorrect

AUDIT COMMITTEE MEMBER'S SIGNATURES

Matt Clark
(Chairman)
Doree E. Wudner
Deegee

Date Audit Completed: 8/20/2021

Audit Process

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.

June 2021 Reconciliation Report

Account Number 00000400481818

Balance per Bank 22,753.45

ADD:
Deposits in Transit

CUSTOMER SERVICE INFORMATION
 Toll Free 1-800-242-7778
 Service Center 1-800-242-7778
 Card Service 1-800-242-7778
 Personal Banking 1-800-242-7778

LESS:
Outstanding Checks -

#996	(183.12)	Donna Niebrugge-5thgrade commitee
#1001	(15.00)	Kathryn Wendt-Conventions
#1002	(302.25)	Kathryn Wendt-5th grade
#1003	(765.00)	Kathryn Wendt-End of Year
#1004	(250.00)	Windsor Elementary-refund of wrong deposit
#1005	(268.20)	Interstate Studio-Yearbooks
#1006	(240.00)	Lisa Penz-5th grade

CHECKING SUMMARY

Beginning Balance	22,753.45
Deposits	0.00
Withdrawals	(2,023.57)
Balance per Books	20,729.88

DEPOSITS AND ADDITIONS

Balance per Quicken 20,729.88

difference	20,729.88
Deposits	1,000.00
Withdrawals	1,000.00