

# SAMPLE AUDIT REPORT

Name of Parent Group \_\_\_\_\_ Date \_\_\_\_\_

Balance on Hand  
(date of last audit) \$ \_\_\_\_\_

Receipts  
(from last audit to date of current audit) \$ \_\_\_\_\_

Disbursements  
(from last audit to date of current audit) \$ \_\_\_\_\_

Balance on Hand  
(date of audit) \$ \_\_\_\_\_

Date of Audit \_\_\_\_\_

We have examined the records of \_\_\_\_\_ PTA and find them to be: (choose one of the following)

- correct.
- incomplete.
- substantially correct with the following adjustments:

\_\_\_\_\_  
\_\_\_\_\_

- incorrect.

The following irregularities were found:

\_\_\_\_\_  
\_\_\_\_\_

We make the following recommendations:

\_\_\_\_\_  
\_\_\_\_\_

Auditors' signatures:

Date audit completed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_