

AUDIT CHECKLIST

Date: August 13, 2018 Fiscal Year: 2017-2018
 Unit Name: Royal Oak High School IRS EIN: 20-4956883
 Council: Royal Oak Region: D
 Bank Name: OUR Credit Union Account #: 71408
 Bank Address: 3070 Normandy City / Zip: Royal Oak 48073

Dates covered by this audit: 7/1/2017 - 6/30/2018
 Check numbers reviewed in this audit: 2026-2283

BALANCE ON HAND at time of last audit: \$ 28,193.68
 Receipts since last audit: \$ 34,161.81
 Total: \$ 62,355.49

Disbursements since last audit: \$ 35,203.08
 Balance on hand as of 6/30/2018 (today's date): \$ 27,152.41*

Bank Reconciliation

Last **BANK STATEMENT** balance: \$ 29,334.31
 Deposits not yet credited (add to balance) \$ _____
 \$ _____ \$ _____ \$ _____ \$ _____

Checks Outstanding (List check number and amount)
 # 2257 \$ 238.50 # 2272 \$ 40.00 # 2282 \$ 1,000.00
 # 2283 \$ 903.40 # _____ \$ _____ # _____ \$ _____

Total outstanding checks (subtract from balance): \$ 2,181.90
 Balance in checking account as of 6/30/2018 (today's date): \$ 27,152.41

*These lines must balance

I have verified that all tax forms, PTA, and government required forms have been filed, if required.

The following needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Royal Oak High School

PTA/PTSA and find them to be (choose one):

Correct

Substantially correct with the following recommendations: _____

Partially correct. More adequate accounting procedures need to be followed so a more thorough audit can be conducted.

Incorrect

Audit Completed (date): 8/13/2018

Executive Board Adopted (date, if necessary): _____

Association Adopted: _____

Auditors' Signatures: Jodi T. Lander

Auditors' Printed Names: Jodi T. Lander

Copies to: *President, Secretary, Treasurer*
District / Council Treasurer (if necessary)
Michigan PTA (submit via MemberHub, or mail to PO Box 510535, Livonia, MI 48151)