

AUDIT CHECKLIST

Date: <u>10/8/17</u>	Fiscal Year: <u>7/1/2016 - 6/30/2017</u>
Unit Name: <u>Royal High School PTSA</u>	IRS EIN: <u>20-4956883</u>
Council: <u>Royal Oak</u>	Region: <u>D</u>
Bank Name: <u>OUR Credit Union</u>	Account #: <u>71408</u>
Bank Address: <u>3070 Normandy Rd.</u>	City/Zip: <u>Royal Oak 48073</u>

Dates covered by this audit: 7/1/2016 - 6/30/2017

Check numbers reviewed in this audit: #001998 - #002025

7/1/16

BALANCE ON HAND at time of last audit: \$ 26,187.97

Receipts since last audit: \$ 43,431.42

Total: \$ 69,619.39

Disbursements since last audit: \$ 41,425.71

Balance on hand as of 6/30/17 (today's date): \$ 28,193.68 *

Bank Reconciliation

6/30/17

Last **BANK STATEMENT** balance: \$ 32,326.83

Deposits not yet credited (add to balance): \$ 0

\$ _____ \$ _____ \$ _____ \$ _____

Checks Outstanding (List check number and amount)

# <u>2021</u> \$ <u>901.62</u>	# <u>2022</u> \$ <u>31.53</u>	# <u>2014</u> \$ <u>3,200.00</u>
# _____ \$ _____	# _____ \$ _____	# _____ \$ _____

Total outstanding checks (subtract from balance): \$ 4,133.15

Balance in checking account as of 7/1/17 (today's date): \$ 28,193.68 *

*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 PTSA
PTA/PTSA and find them to be:

- 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): 10/8/17

Executive Board Adopted (date, if necessary): _____

Association Adopted (date): _____

Auditor(s) Signature: Jodi Tillander

Auditor(s) Printed Name: Jodi Tillander

Copies to: *President, Secretary, Treasurer*

District/Council Treasurer (if necessary)

Michigan PTA (submit via website or mail to 1390 Eisenhower Place, Ann Arbor, MI 48108)