



Checking and Savings Account Audit Form

GRAYHAWK ELEMENTARY SCHOOL PTO

Documents needed from the PTO Treasurer/PTO Room Parent Treasurer

1. Monthly Bank Statements
2. Bank Reconciliations from QuickBooks
3. Deposit Forms (Green with attached bank receipt)
4. Withdrawal receipts from the bank
5. Safe Deposit Log List
6. QuickBooks Profit and Loss Report
7. Check Requests/Invoices
8. PayPal transfers plus transactions that equal the amount of the transfer

Audit on Checking Account

	Bank Statement	QB Bank Reconciliation	Deposit Form	Safe Deposit Log List	Withdrawal Receipts
Ending Bank Balance					
Add: Deposits in Transit					
Less: Outstanding Checks					
Outstanding Withdrawals					
Service Fees					
Ending Book Balance					
<ul style="list-style-type: none"> Deposit form (green) & Safe Deposit Log list should match deposits from bank statement and QB bank reconciliation. Withdrawal receipts should match withdrawals from Bank Statement and QB Bank Reconciliation. 					

Audit on Room Parent Checking Account

	Bank Statement	QB Bank Reconciliation	Deposit Form	Safe Deposit Log List	Withdrawal Receipts
Ending Bank Balance					
Add: Deposits in Transit					
Less: Outstanding Checks					
Outstanding Withdrawals					
Service Fees					
Ending Book Balance					
<ul style="list-style-type: none"> Deposit form (green) & Safe Deposit Log list should match deposits from bank statement and QB bank reconciliation. Withdrawal receipts should match withdrawals from Bank Statement and QB Bank Reconciliation. 					

Audit on Savings Account

	Bank Statement	QB Bank Reconciliation	Any type of transfer to or from savings
Ending Balance			
Add: Interest earned			
Ending Book Balance			
Bank Statement and QB Bank Reconciliation should match all the way down (Beginning to Ending balance).			

Comments:

PTO Treasurer:
Print Name _____

Auditor:
Print Name _____

Signature _____

Signature _____

Reviewed 9/28/2022