Audit Checklist

* Checkbook
* Vouchers with receipts and/or invoices
* Bank statements
* Bank deposit receipts/slips
* Fund Collection Forms
* Minutes
* Treasurer Report
* Activity Financials
* EOY Financials
* Fundraiser Documentation
* Receipt book

Please make sure:

\* All vouchers have been completed for each check written and properly signed and documented.

\* A receipt is given for every penny taken in by the PTA