

**OUTSIDE SCHOOL-RELATED ORGANIZATION
ANNUAL AUDIT REPORT**

SCHOOL YEAR: _____

Beginning Book Balance:	_____	\$ _____
	(Date)	
Total Receipts:		(+) \$ _____
Total Disbursements:		(-) \$ _____
Ending Book Balance:	_____	\$ _____
	(Date)	

This is to certify that the financial records of the _____
_____ (Club) have been examined by the undersigned auditing committee and
that all disbursements were properly made and with the required authorization. The undersigned also
certify that the above ending bank balances are correct.

Date _____ /S/ _____
/S/ _____
/S/ _____

Copy of Bank Statement is attached.

Verified by Bookkeeper: /S/ _____ Date: _____

Principal: /S/ _____ Date: _____

It is the recommendation of Internal Auditing that the Audit Committee be made up of a minimum of three members of the organization (excluding treasurer) or that the audit be conducted by an external auditor.

(Revised 7/2001)