

**Fort Bend Independent School District
Parent Organization Audit Report**

GE-E-3

Organization _____ Date: _____ Fiscal Year: _____

School: _____ Account Audited: (if multiple accounts) _____

Beginning Cash Balance (Ending Balance from last audit) (A) \$ _____

Receipts During Period (B) _____

Total Cash Available (C)=(A)+(B) _____

Disbursements During Period (D) _____

Ending Cash Balance (E)=(C) – (D) _____

Bank Statement Balance (F) _____

Checks Outstanding (List Below) (G) _____

Bank Fees Not Recorded (List Below) (H) _____

Reconciled Cash Balance (I)=(F)-(G)+(H) \$ _____

Checks Outstanding and Other Reconciling Deductions: (Write total on line (G) above)

Bank Fees Not Recorded and Other Reconciling Additions: (Write total on line (H) above)

Audit Committee Statement: We have examined the books of the treasurer and have found that the Reconciled Cash Balance presented above is correct, and that all receipts and disbursements during the period were in accordance with this organization's mission and FBISD's policies and procedures.

A separate report of exceptions noted during the audit is attached. Yes No (Circle One)

Signed: _____ Date _____

_____ Date _____

_____ Date _____

Audit Committee Instructions:

- The audit must cover the period beginning with the Reconciled Cash Balance from the previous audit.
- Review the reconciled bank statements and all cancelled checks to determine that:
 - all disbursements have been properly documented with an invoice or receipt.
 - all disbursements have been properly approved.
 - all checks have been properly signed.
 - all checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered.
 - all checks have been accounted for in the proper sequence (no missing checks).
- Check addition and subtraction on all cash receipts and deposits.
- Compare all cash receipts and deposits to the bank statement.
- Verify that all receipts and disbursements were allocated to the correct ledger account or budget category.
- Review the treasurer's periodic reports and check them for accuracy. Review the beginning and ending balances on each report to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
- Obtain proof that all applicable sales taxes were paid.
- Obtain proof that any required IRS forms were completed and filed (Form 990).
- When the audit is completed, draw a line after the last checkbook entry and ledger entry audited. Sign and date the line.
- Complete the Parent Organization Audit Report.
- If the organization maintains multiple bank accounts, complete one (1) Parent Organization Audit Report for each account.
- If exceptions are noted during the audit (errors, irregularities), consult with the organization's treasurer and president (if necessary) to resolve the exception. The treasurer is responsible for making any corrections to the ledger or checkbook.
- If exceptions have been noted, prepare a separate Exception Report to submit with your Audit Report. The Exception Report should detail:
 - exceptions noted.
 - steps taken to remedy the exceptions.
 - recommendations made to prevent further occurrence of exceptions noted.
- The organization's treasurer and president are responsible for acting upon the recommendations made by the Audit Committee.
- Submit a copy of this completed form to the school principal and internal auditor.