

PTO & Booster Club Audit Checklist

School Name: _____

Fiscal Year: _____

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|---|-------|
| 1. Registration and Meeting Form | _____ |
| 2. June 30 End of Year Bank Statement | _____ |
| 3. RCSS Bank Reconciliation Form | _____ |
| 4. Year End Account Receivable Balance Form | _____ |
| 5. Year End Account Payable Balance Form | _____ |
| 6. Guidelines and Questions on Conducting an Audit Form | _____ |
| 7. Financial Statement for Audit Report Form | _____ |

All forms are located in the Booster Club Handbook. If you have any questions, please contact Charles Wilcher at the email address below.

WilchCH@BOE.Richmond.k12.ga.us

Reviewed by : _____

President

Reviewed by: _____

Principal