**Annual Audit Report**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Chapter of the Texas Association for Pupil Transportation**

**Inclusive Dates: September 1, 20**\_\_\_\_\_ **through August 31, 20**\_\_\_\_\_

**Bank Balance on Hand** as of September 1, 20\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipts**

Member’s Dues \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Door Prizes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Fund Raisers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road-e-o Registrations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Contributions – Road-e-o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Contributions – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CONTINUE AND LIST ALL RECEIPTS*

**Total Receipts** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Opening Balance PLUS Total Receipts)

**Disbursements**

TAPT Dues \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recognition and Awards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road-e-o Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road-e-o Awards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Road-e-o Registrations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road-e-o Contestant Funds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charitable Contribution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CONTINUE AND LIST ALL DISBURSEMENTS*

**Total Disbursements** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance on Hand** as of August 31, 20\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Opening Balance PLUS Total Receipts LESS Total Disbursements)

**Chapter Officers**

*Signed* President *Name*

President-Elect *Name*

Treasurer Treasurer *Name*

Was the Audit Committee organized in accordance with the Chapter By-Laws? If not, why not?

What bank(s) has been designated by the Chapter as a depository?

Are all accounts FDIC insured to cover the amount of Chapter funds? If not, why not?

Are all accounts in the name of the Chapter? If not, why not?

Are all funds deposited promptly? If not, why not?

Are bank statements and accounts reconciled monthly? If not, why not?

Does the Treasurer report regularly to the Chapter members on the status of the Chapter’s finances? If not, why not?

Has a 990-series form been filed with the IRS for the most recent fiscal year? If not, why not?

Were the financial records of the Chapter audited at the end of the previous fiscal year? If not, why not?

Were there recommendations made by the Audit Committee in the previous audit? If so, what were they?

Were these recommendations addressed and implemented? If not, why not?

Audit Committee recommendations for changes in financial policies and practices:

The Audit Committee has examined the accounts listed on this report; reviewed procedures of accounting; reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted (*note any discrepancies here--otherwise state NONE*):

Audited on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and found correct OR discrepancies noted (circle one).

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Print Names of Audit Committee Members Signed by each Member