



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	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONTINUE AND LIST ALL DISBURSEMENTS

Total Disbursements

Balance on Hand as of August 31, 20____

(Opening Balance PLUS Total Receipts LESS Total Disbursements)

Signed

Treasurer

Chapter Officers

President

President-Elect

Treasurer

Name

Name

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).

Print Names of Audit Committee Members

Signed by each Member