

SAMPLE FORMAT FOR AN AUDIT REPORT

(Name of Private Organization)
P.O. Box xxxx
Fort Meade, MD 20755-xxxx

AUDIT REPORT

For the Period (*Beginning Month & Year*) thru (*Ending Month & Year*)

FUND BALANCES

	<u>Beginning Balance</u>	<u>Ending Balance</u>
Balance in Checking Account	\$ 525.31	\$ 498.76
Balance in Saving Account	\$ 125.00	\$ 125.00
Cash on Hand (change & petty cash funds, etc.)	<u>\$ 100.00</u>	<u>\$ 100.00</u>
Total	<u>\$ 750.31</u>	<u>\$ 723.76</u>

(NOTE: Beginning balances should equal ending balances on last audit)

FUND REVIEW

BEGINNING BALANCE \$ 750.31

INCOME (*List income by major categories*)

Dues	\$ 250.00	
Contributions	\$ 50.00	
Meal Fees	\$ 350.00	
Total Income		\$ 650.00

EXPENDITURES (*List expenditures by major categories*)

Supplies	\$ 126.56	
Donations	\$ 200.00	
Meals	\$ 350.00	
Total Expenditures		\$ 676.56

ENDING BALANCE \$ 723.76

AUDITOR COMMENTS:

(Make any comments or exceptions in regards to the audit of these funds and their internal controls.)

This audit was made in accordance with current regulations and includes tests of the accounting records and internal controls. In my (our) opinion, subject to the above comments and exceptions cited in this report, the fund examined reflects the results of operations in accordance with applicable directives.

Signature of Audit Committee Member Name of Audit Committee Member Dated Signed

Signature of Audit Committee Member Name of Audit Committee Member Dated Signed

Signature of Audit Committee Member Name of Audit Committee Member Dated Signed