

Annual District Audit Report

Date _____

District _____

Please use this form for your district Audit Report

- A. You should use your bank statement from January-December.
- B. A Ledger Book should be used for expenditures and receipts for better tracking.
- C. I would suggest doing a quarterly financial report for your district to make the annual report easier.

Beginning Balance should be previous month ending balance of December _____

Add Total Deposits (All Year) _____

Add total Interest (All Year) _____

Add Receipts of all income _____

Total _____

Total Expenditures _____

Total of Expenses (for 1 year) _____

Subtract any bank Charges _____

Ending Balance _____

Bank Balance _____

Outstanding Checks _____

When subtracting your outstanding checks from your bank balance you should agree
With what your ending bank balance is and then you will know that you have balance.

Submitted By Audit Committee Members: _____

Revised 1/20

Send copy to State Treasurer Mary D. Spikes P.O. Box 4143 Seminole, FL 33775