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: ________________________________

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Revised 1/20 ________________________________

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