

SAMPLE FORMAT FOR AN AUDIT REPORT

(Name of Private Organization)
P.O. Box 1234
Carlisle Barracks, PA 17013

AUDIT REPORT (Qualified Auditor)
For the Period 1 JULY 2012 THROUGH 30 JUNE 2013

AUDITORS' OPINION STATEMENT

I have examined the Balance Sheet of the Name of Private Organization as of 30 June 2013 and the related statement of income and changes in fund balances for the period 1 July 2012 through 30 June 2013. My examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and other such audit procedures as I considered necessary in the circumstances for a fund operating on a modified cash basis.

In my opinion, the accompanying financial statements present fairly the financial position of the Name of Private Organization as of 30 June 2013 and its revenues collected and expenses paid for the period then ended.

PRINT NAME & SIGNATURE
Auditor

SAMPLE FORMAT FOR AN AUDIT REPORT

(Name of Private Organization)
P.O. Box 1234
Carlisle Barracks, PA 17013

AUDIT REPORT (private organization member)
For the Period 1 JULY 2012 THROUGH 30 JUNE 2013

NOTE: Using a single-entry accounting system:

- With income only from contributions, dues, and assessments, audits may be conducted by either club member in good standing who holds no office and is at least 18 years of age or by a qualified auditor.
- When a private organization engages in resale or other fundraising activities, the audit is performed by either an appointed committee of three club members in good standing who holds no office, or by a qualified auditor.

AUDITOR COMMENTS:

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

I have examined the Balance Sheet of the Name of Private Organization as of 30 June 2013 and the related statement of income and changes in fund balances for the period 1 July 2012 through 30 June 2013. My examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and other such audit procedures, as I considered necessary in the circumstances for a fund operating on a modified cash basis.

I certify that I am a club member in good standing and held no office during the period 1 July 2012 through 30 June 2013.

In my opinion, the accompanying financial statements present fairly the financial position of the Name of Private Organization as of 30 June 2013 and its revenues collected and expenses paid for the period then ended.

<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Date</u>
<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Date</u>
<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Date</u>

NAME OF PRIVATE ORGANIZATION
CARLISLE BARRACKS, PENNSYLVANIA
FOR THE PERIOD 1 JULY 2012 THROUGH 30 JUNE 2013

INCOME STATEMENT

<u>INCOME</u>	
FUND RAISERS	\$4,120.68
MEMBERSHIP	\$1,048.00
RTP	\$1,350.00
INTEREST	\$ 1.10
OTHER INCOME	\$1,398.31
TOTAL INCOME	\$7,918.09
<u>EXPENSES</u>	
NATIONAL MEMBERSHIP	\$ 979.00
CONTRIBUTIONS	\$ 757.00
RTP	\$1,398.07
POST OFFICE BOX	\$ 110.00
NATIONAL TRAINING	\$ 800.00
TRAINING	\$ 774.65
MISCELLANEOUS	\$ 914.16
TOTAL EXPENSE	\$5,727.88
NET INCOME – GAIN (LOSS)	\$2,190.21

AUDIT OF NAME OF PRIVATE ORGANIZATION
CARLISLE BARRACKS, PENNSYLVANIA

FOR THE PERIOD 1 JULY 2012 THROUGH 30 JUNE 2013

BALANCE SHEET

ASSETS

CHECKING	\$3,923.34	
SAVINGS	\$ 32.78	
TOTAL ASSETS		\$3,956.12

LIABILITIES AND NET WORTH

LIABILITIES	\$ 0.00	
NET WORTH, 30 JUNE 2013	\$3,956.12	
TOTAL LIABILITIES & NETWORTH		\$3,956.12

STATEMENT OF NET WORTH
30 JUNE 2013

NET WORTH, 30 JUNE 2012	\$1,765.91
NET INCOME GAIN (LOSS), 1 JULY 2012-30 JUNE 2013	\$2,190.21
NET WORTH, 30 JUNE 2013	\$3,956.12