



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct 1 to Dec. 31

| FUNDS: | Net Cash Balances at Beginning of 10. Quarter | Receipts During Quarter 11. | Expenditures During Quarter 12. | Net Cash Balances at End of Quarter 13. |
|---|---|-----------------------------|---------------------------------|---|
| 1. National and Department Dues (Per Capita Tax) | \$ | \$ | \$ | \$ |
| 2. Admission or Application Fees (Department) | | | | |
| 3. Post General Fund | | | | |
| 4. Post Relief Fund (Poppy Profits, Donations, etc.) | | | | |
| 5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure) | | | | |
| 6. Post Home or Building Fund (Including Savings but Not Real Estate) | | | | |
| 7. Post Canteen or Club Fund | | | | |
| 8. Other | | | | |
| | | | | |
| | | | | |
| 9. Bonds and Investments Not Credited to Funds | | | | |
| 14. TOTALS: | \$ | \$ | \$ | 15. \$ |

| 16. OPERATIONS | |
|--|----------|
| Have required payroll deductions been made? | _____ |
| Have payments been made to the proper State and Federal agencies this quarter? | _____ |
| Have sales taxes been collected and paid? | _____ |
| Are club employees bonded? | _____ |
| Amount of outstanding bills | \$ _____ |
| Value of Real Estate | \$ _____ |
| Amount of liability insurance | \$ _____ |
| Owed on Mortgages and Loans | \$ _____ |
| Value of Personal Property | \$ _____ |
| Amount of Property Insurance | \$ _____ |

| 17. RECONCILIATION OF FUND BALANCES | |
|-------------------------------------|----------|
| Checking Account Balance | \$ _____ |
| Less Outstanding Checks | _____ |
| Actual Balance | \$ _____ |
| Savings Account Balance | _____ |
| Cash on Hand | _____ |
| Total | \$ _____ |
| Bonds and Investments (cost value) | _____ |
| Total | \$ _____ |

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 19 _____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____
(District/County Council/Post No.)
for the Fiscal Quarter ending _____ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____
(Name)

(Address)

Signed: _____ Trustee
Signed: _____ Trustee
Signed: _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of \$ _____ until _____, 19 _____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

