



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 _____, 20 _____

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

| ALL FUNDS: | Net Cash Balances at Beginning of Quarter | Receipts During Quarter | Expenditures During Quarter | Net Cash Balances at End of Quarter |
|---|---|-------------------------|-----------------------------|-------------------------------------|
| 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 Canteen / Club Fund | \$ | \$ | \$ | \$ |
| 7. Post Home or Building Fund | \$ | \$ | \$ | \$ |
| 8. | \$ | \$ | \$ | \$ |
| 9. | \$ | \$ | \$ | \$ |
| 10. | \$ | \$ | \$ | \$ |
| 11. | \$ | \$ | \$ | \$ |
| 12. | \$ | \$ | \$ | \$ |
| 13. | \$ | \$ | \$ | \$ |
| TOTAL FUNDS: | \$ | \$ | \$ | \$ |
| OTHER ACCOUNTS: (Not Credited To Funds) | | | | |
| 14. | \$ | \$ | \$ | \$ |
| 15. | \$ | \$ | \$ | \$ |
| 16. | \$ | \$ | \$ | \$ |
| 17. Bonds / Investments / C D ' s Not Credited to Funds | \$ | \$ | \$ | \$ |
| GRAND TOTALS: | \$ | \$ | \$ | \$ |

| 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 _____ | \$ |

| RECONCILIATION of CASH, STATEMENTS & INVESTMENTS | |
|--|----------|
| General Fund Checking Account | |
| Ending Balance Per Bank Statement | \$ _____ |
| Less: Outstanding Checks | \$ _____ |
| Plus: Deposits in Transit | \$ _____ |
| Account Balance | \$ _____ |
| Other Checking Accounts | |
| Ending Balance Per Bank Statement | \$ _____ |
| Less: Outstanding Checks | \$ _____ |
| Plus: Deposits in Transit | \$ _____ |
| Account Balance | \$ _____ |
| Total Checking Accounts | \$ _____ |
| Cash on Hand | \$ _____ |
| Savings Account | \$ _____ |
| Bond/ Investments/CD's | \$ _____ |
| Total Cash and Investments | \$ _____ |

TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

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) | Signed: _____ Trustee |
| _____ | Signed: _____ Trustee |
| _____ (Address) | Signed: _____ Trustee |

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of \$ _____ until _____, 20 _____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander