



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

FUNDS:	Net Cash Balances	Receipts	Expenditures	Net Cash Balances
	at Beginning of 10. Quarter	During Quarter 11.	During Quarter 12.	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				15.
14. TOTALS:	\$	\$	\$	\$

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 _____, 20 _____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____ 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

_____ (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

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