



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 at Beginning of 9. Quarter | Receipts During Quarter 10. | Expenditures During Quarter 11. | Net Cash Balances at End of Quarter 12. |
|---|--|-----------------------------|---------------------------------|---|
| 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 Home or Building Fund (Including Savings but Not Real Estate) | | | | |
| 6. Post Canteen or Club Fund | | | | |
| 7. Other | | | | |
| 8. Bonds and Investments Not Credited to Funds | | | | 14. |
| 13. TOTALS: | \$ | \$ | \$ | \$ |

15. 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 _____ \$

16. RECONCILIATION OF CASH & INVESTMENTS

General Fund Checking Account

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Other Checking Accounts (if applicable)

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Savings Account Balance _____

Cash on Hand _____

Total Cash _____

Bonds and Other Investments _____

Total Cash and Investments \$ _____

17. 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)

(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 _____, 20 **23**, 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.