

TRUSTEES' REPORT OF AUDIT

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 Quarter 10.	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 Investment Not Credited to Funds				
14. TOTALS:	\$ _____	\$ _____	\$ _____	15. \$ _____

16. OPERATIONS	
Have required payroll deductions been made?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have payments been made to the proper State and Federal agencies this quarter?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have sales taxes been collected and paid?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are club employees bonded?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 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	_____
Cash on Hand	_____
Total Cash	_____
Bonds and Other Investments	_____
Total Cash and Investments	\$ _____

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 _____
(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 _____ <small>(Name)</small>	Signed: _____ Trustee
_____	Signed: _____ Trustee
<small>(Address)</small>	Signed: _____ Trustee
_____	Signed: _____ Trustee
<small>(City, State, Zip Code)</small>	

This is to certify that the office of 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 Copy to your department Quartermaster