



# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_

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

<b>FUNDS:</b>	10. Net Cash Balances at Beginning of Quarter	11. Receipts During Quarter	12. Expenditures During Quarter	13. Net Cash Balance 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 Home or Building Fund (including savings but not real estate)				
7. Post Canteen or Club Fund				
8.				
9.				
10.				
11.				
12. Bonds and Investments Not Credited to Funds				
<b>14. TOTALS:</b>				

16. OPERATIONS	17. RECONCILIATION OF FUND BALANCES
Have required payroll deductions been made? ___Yes ___No Have payments been made to the proper State And Federal Agencies this Quarter? ___Yes ___No Have sales taxes been collected and paid? ___Yes ___No Are club employees bonded? ___Yes ___No Amount of Outstanding Bills _____ Value of Real Estate _____ Amount of liability insurance _____ Owed of mortgages and loans _____ Value of Personal Property _____ Amount of Property Insurance _____	Checking Account Balance _____ Less Outstanding Checks _____ Actual Balance _____ Savings Account Balance _____ Cash on Hand _____ Total _____ Bonds and Investments (cost value) _____ Total _____

## 18. TRUSTEES' AND COMMANDERS 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 with 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

Signed \_\_\_\_\_ Trustee

\_\_\_\_\_  
(Address)

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

Signed \_\_\_\_\_ Commander