



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

**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 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 \$ \_\_\_\_\_

## 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

\_\_\_\_\_ 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.**