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 10. Quarter		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 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 _____
(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 _____ , 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.

No. 4214