

FOR COMPLETING QUARTERLY TRUSTEES' REPORT OF AUDIT FORM

- # 1 - 9 **FUNDS:** Listed are those funds most likely to be carried by a VFW Post, District or County Council. Any special funds may be added in the blank spaces. A "fund" is an account which normally has both income and expenditures. In most cases, just about all of your miscellaneous expenditures (community service, youth activities, officers' expenses, etc.) are chargeable to your general fund and most miscellaneous income (proceeds from fund-raising activities, dues, etc.) are credited to your general fund.
- # 10 **NET CASH BALANCES AT BEGINNING OF QUARTER:** The figures in this column are obtained from different funds as listed in your ledger. The individual items in this column as well as the total at the bottom of the column should be the same as the ending balances of the previous quarter.
- # 11 **RECEIPTS DURING QUARTER:** The figures in this column are obtained by adding the amount shown in your ledger for the three months. This should include items transferred into a fund from another fund during the quarter.
- # 12 **EXPENDITURES DURING QUARTER:** The figures in this column are obtained by adding the expenditures for each month. Include items transferred out of another fund during the quarter.
- # 13 **NET CASH BALANCE AT END OF QUARTER:** The figures in this column are obtained by adding items 10 & 11 and subtracting item 12.
- # 14 **TOTALS:** The figures in this line are obtained by adding the totals of items 10 & 11 and subtracting item 12 - you should arrive at the same figure by adding item 15.
- # 15 **TOTALS:** Total should equal item 10 plus item 11 minus item 12
- # 16 **OPERATIONS:** Answer questions as applicable.
- # 17 **RECONCILIATION OF FUND BALANCES:**
- | | |
|-------------------------------|--|
| Checking account balance | enter amount shown on bank statements. |
| Less outstanding checks | enter total amount of outstanding checks not shown on bank statement. |
| Actual balance | subtract outstanding checks from amount shown on bank statement - this figure should be the same as shown in your checkbook. |
| Savings Account | enter amount of savings, if any. |
| Cash on hand | amount of money on hand that you have not placed in bank account. |
| Total - | by adding this column, the figure must be the same as shown in the total of item 15. |
| Bonds & Investments | enter cost value |
| Total - | Add Bonds and Investments to previous total. |
- # 18 **TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT:** Enter the date the audit is prepared, the Post name and number and the quarter for which the audit is prepared.

The Post Commander and Trustees must sign the Audit prior to submittal to the Department.

Enter the name of the Post Quartermaster, the name of the bonding company, the amount of the bond and the expiration date of the bond.

It is the duty of the Post Trustees to conduct the quarterly audits. It is the duty of the Commander to see that audits are made.

Note: The completed form, with the signature of the Post Trustees affixed to its accuracy, together with the signature of the Post Commander, should be forwarded to the Department Quartermaster. The Post Trustees should also sign the General Ledger at the ending point of the current audit period.