



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**

ALL FUNDS:	Net Cash Balances at Beginning of Quarter	Receipts During Quarter	Expenditures During Quarter	Net Cash Balances 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 Canteen / Club Fund	\$	\$	\$	\$
7. Post Home or Building Fund	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
TOTAL FUNDS:	\$	\$	\$	\$
OTHER ACCOUNTS: (Not Credited To Funds)				
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17. Bonds / Investments / C D ' s Not Credited to Funds	\$	\$	\$	\$
GRAND TOTALS:	\$	\$	\$	\$

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 _____	\$

RECONCILIATION of CASH, STATEMENTS & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	\$ _____
Plus: Deposits in Transit	\$ _____
Account Balance	\$ _____
Other Checking Accounts	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	\$ _____
Plus: Deposits in Transit	\$ _____
Account Balance	\$ _____
Total Checking Accounts	\$ _____
Cash on Hand	\$ _____
Savings Account	\$ _____
Bond/ Investments/CD's	\$ _____
Total Cash and Investments	\$ _____

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)	Signed: _____ Trustee
_____	Signed: _____ Trustee
_____ (Address)	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