

TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____

The books and Records of the Quartermaster and Auju	(District/County Council/Post No.)							
Department of	for the Fiscal Quarter ending						, 20	
FISCAL QUARTERS: Jan 1 to March 31	April 1 to Ju	ne 30	July 1 to	o Sept	t. 30 O	ct 1 to	Dec. 31	
FUNDS:	Net Cash Balances at Beginning of 10. QuarterReceipts During Quarter 11.		Expenditures During Quarter 12.		Net Cash Balance 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. OPERAT	IONS
Have required payroll deductions been	made?
Have payments been made to the prop	er State
and Federal agencies this quarter?	
Have sales taxes been collected and pai	d?
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	<u>\$</u>
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	<u>\$</u>

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 co	
knowledge and belief. All Vouchers and Checks have b	been examined and found to be properly approved and checks properly cour	ntersigned:
Post Quartermaster(Name)	Signed:	Trustee
(Nalle)	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 correc	ctly 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.