TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____

Department of Kansas 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:	10. Net Cash Balances at Beginning of Quarter	11. Receipts During Quarter	12. Expenditures During Quarter	13. Net Cash Balance at End of Quarter
1. National and Department Dues (Per Capita Tax)				$0.00
2. Admission or Application Fees (Department)				$0.00
3. Post General Fund				$0.00
4. Post Relief Fund (Poppy Profits, Donations, etc.)				$0.00
5. Post Dues Reserve Fund (See Sec 218, Manual of Procedure)				$0.00
6. Post Home or Building Fund (including savings but not real estate				$0.00
7. Post Canteen or Club Fund				$0.00
8. Bingo Fund				$0.00
9.				$0.00
10.				$0.00
11.				$0.00
12. Bonds and Investments Not Credited to Funds				$0.00
14. TOTALS:	$0.00	$0.00	$0.00	$0.00

16. **OPERATIONS**	17. **RECONCILIATION OF FUND BALANCES**
Have required payroll deductions been made? ☒ Yes ☐ No ☐ N/A	
Have payments been made to the proper State And Federal Agencies this Quarter? ☒ Yes ☐ No ☐ N/A	Checking Account Balance _____
Have sales taxes been collected and paid? ☒ Yes ☐ No ☐ N/A	Less Outstanding Checks _____
Are club employees bonded? ☒ Yes ☐ No ☐ N/A	Actual Balance $0.00
Amount of Outstanding Bills _____ ☐ N/A	Savings Account Balance _____
Value of Real Estate _____ ☐ N/A	Cash on Hand _____
Amount of liability insurance _____ ☐ N/A	Total $0.00
Owed of mortgages and loans _____ ☐ N/A	Bonds and Investments (cost value) _____
Value of Personal Property _____ ☐ N/A	Total $0.00
Amount of Property Insurance _____ ☐ N/A	

18. TRUSTEES' AND COMMANDERS 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 VFW Post for the Fiscal Quarter ending _____ in accordance with 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 _____ Signed _____ Trustee

(Name)

Signed _____ Trustee

_____ Signed _____ Trustee

(Address)

This is to certify that the Office of the Quartermaster is bonded with Department of Kansas, VFW in the amount of _____ until _____, 20___, and the Audit is correctly made out to the best of my knowledge and belief.

Signed _____ Commander