

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

VFW AUXILIARY TRUSTEES' REPORT OF AUDIT

The books and records of the Secretary and Treasurer, VFW

Auxiliary to Post # _____ Location _____

District # _____ Department of California for period

beginning _____ and ending _____, 20__

Funds	Balance at beginning of period		Receipts during period (+)		Expenditures during period (-)		Quarter end Balances	
Auxiliary General Fund								
Department and National Dues								
Relief Fund								
Grand Total	\$		\$		\$		\$	

Total Number of current members _____

Date of last meeting _____

Have MALTA receipts & withdrawals been checked? _____

Outstanding Checks:

RECONCILIATION OF FUND BALANCES

Check #	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Bank checking balance	\$ _____
(+) Deposits not credited	\$ _____
Balance	\$ _____
(-) Outstanding Checks	\$ _____
Checking Account Total	\$ _____
Savings Account Total	\$ _____
Grand Total	\$ _____

This is to certify that the books of the Secretary and Treasurer have been audited and found correct, and all money properly accounted for:

Audit this date _____

Trustee _____

Approved this date _____

Trustee _____

Trustee _____

One copy of this audit report is to be retained by the auxiliary Secretary, one copy by the 1yr Trustee and one to be sent to the Department Treasurer at 9136 Elk Grove Blvd #101, Elk Grove CA 95624, or email to vfwauxca2@gmail.com immediately following approval at meeting. Please cc email copy to the Department Secretary at vfwauxca1@gmail.com

QUARTERLY AUDIT

Jan – Feb – Mar
April – May – June
July – Aug – Sept
Oct – Nov – Dec

DATE DUE TO DEPARTMENT

May 31, annually
Aug 31, annually
Nov 30, annually
Feb 28, annually