



# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_

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**

<b>FUNDS:</b>	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. Post General Fund				
2. Post Relief Fund (Poppy Profits, Donations, etc.)				
3. Post Home or Building Fund (including savings but not real estate)				
4. Post Canteen or Club Fund				
5. Other				
6.				
7.				
8.				
9. Bonds and Investments Not Credited to Funds				
<b>14. TOTALS:</b>				

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

## 17. 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 \_\_\_\_\_  
(Name)

Signed \_\_\_\_\_ Trustee

Signed \_\_\_\_\_ Trustee

Signed \_\_\_\_\_ Trustee

\_\_\_\_\_  
(Address)

his is to certify that the Office of the Quartermaster is bonded with \_\_\_\_\_ in the amount of \_\_\_\_\_ until \_\_\_\_\_, 20\_\_, and the Audit is correctly made out to the best of my knowledge and belief.

Signed \_\_\_\_\_ Commander