



# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of

District \_\_\_\_\_

Post Number \_\_\_\_\_

Department of \_\_\_\_\_

for the Fiscal Quarter ending \_\_\_\_\_

### FISCAL QUARTERS:

FUNDS:	Net Cash Balances	Receipts	Expenditures	Net Cash Balances
	at Beginning of	During Quarter	During Quarter	at End of Quarter
	10	11	12	13
Quarter	Quarter	Quarter	Quarter	Quarter
1. National and Department Dues (Per Capita Tax)				
2. Admission of Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (See Sec. 219, Manual of Procedures)				
5. Post Dues Reserve Fund (See Sec 717, Manual of Procedures)				
6.				
7.				
8				
9. Bonds and Investments Not Credited to Funds (Money Market)				
<b>14. TOTALS:</b>				<b>15.</b>

**16. 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: \_\_\_\_\_

**17. RECONCILIATION OF FUND BALANCES**

Checking Account Balance \_\_\_\_\_

Less Outstanding Checks \_\_\_\_\_

Actual Balance \_\_\_\_\_

Savings Account Balance \_\_\_\_\_

Cash on Hand \_\_\_\_\_

Total \_\_\_\_\_

Bonds and Investments (cost value) \_\_\_\_\_

Total \_\_\_\_\_

### 18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date \_\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of \_\_\_\_\_ 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 counters

Post Quartermaster \_\_\_\_\_ (Name) \_\_\_\_\_ Trustee

\_\_\_\_\_ Trustee

\_\_\_\_\_ Trustee

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

This is to certify that the Office of the Quartermaster is Bonded with: \_\_\_\_\_ In the amount of \$ \_\_\_\_\_ until \_\_\_\_\_ and that this Audit is correctly made out to the best of my knowledge and belief.

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

NOTE; Forward Original Copy One (1) to your Department Quartermaster - See instructions for distribution of remaining two (2) Copies.