



## TRUSTEE'S REPORT OF AUDIT of

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

(District/County Council/Post No.)

Department of \_\_\_\_\_ for the Fiscal Quarter:

FISCAL QUARTERS:

Jan 1 to March 31

Apr 1 to June 30

July 1 to Sept. 30

Oct 1 to Dec. 31

<b>FUNDS (Liquid Assets)</b>	<b>11. Net Cash Balances at Beginning of Quarter</b>	<b>12. Receipts During Quarter</b>	<b>13. Expenditures During Quarter</b>	<b>14. Net Cash Balances at End of Quarter</b>
1. Post General Fund				
2. Post Relief Fund (Poppy Profits, Donations, etc.)				
3. Post Home or Building Fund (incl. Savings but not real estate or CDs)				
4. Post Canteen or Club Fund				
5.				
6.				
7.				
8.				
9. Cash on Hand (to include ATMs)				
10. Bonds, Stocks, Mutual Funds and other liquid assets not incl. above				
<b>15. TOTALS</b>				

### 16. OPERATIONS

Have required payroll deductions been made?	Yes	No
Have Payments been made to the proper State and Federal agencies this quarter?	Yes	No
Have sales taxes been collected and paid?	Yes	No
Are club employees bonded?	Yes	No
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	\$	
Non-Liquid Assets (CDs, Trusts, etc.)	\$	

### 17. RECONCILIATION OF FUND BALANCES

All Checking Account Balances	\$	
Less Outstanding Checks	\$	
Actual Balance	\$	
Savings Account Balance	\$	
Cash on Hand	\$	
<b>Total</b>	\$	
Bonds, Stocks, other Liquid Assets	\$	
<b>Grand Total (Minimum Amount of QM Bond)</b>	\$	

## 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: \_\_\_\_\_

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.

Quartermaster \_\_\_\_\_ Signed \_\_\_\_\_ Trustee  
 Post \_\_\_\_\_ Signed \_\_\_\_\_ Trustee  
 Address \_\_\_\_\_ Signed \_\_\_\_\_ Trustee

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