

TRUSTEES REPORT OF AUDIT OF					
The Books and Records of the Quartermaster and Adjutant of Post _____					
Department of Washington for the Fiscal Quarter ending _____					
(CIRCLE ONE) Fiscal Quarter:		Jan 1 to Mar 31	Apr 1 to Jun 30	July 1 to Sep 30	Oct 1 to Dec 31
VFW Year Dashboard		VFW AUDIT 4	VFW AUDIT 1	VFW AUDIT 2	VFW AUDIT 3
Funds	Balance at beginning of 14) Quarter	Receipts during 15) Quarter	Expenses during 16) Quarter	Net cash Balance at end 17) of Quarter	
1) District Per Capita, Department and National Delegate Fees					
2) Post General Fund					
3) Post Relief Fund (Poppy Profits & Donations)					
4) Post Dues Reserve Fund					
5) Building Fund					
6) Canteen or Club Account					
7) Checking Acc					
8) Savings					
9) CDs/Money Market					
10) Petty Cash					
11) Bonds and Investments Not Credited to Funds					
12)					
13)					
18) Totals	\$0.00	\$0.00	\$0.00	19)	\$0.00
20) OPERATIONS		21) RECONCILIATION			
Have required payroll deductions been made?	Yes / No	Bank Account Balances			
Have payments been made to State and Federal agencies this quarter?	Yes / No	Ending Balance per Bank Statement			
Have sales taxes been collected and paid?	Yes / No	Less Outstanding Checks			
Are club employees bonded?	Yes / No	Plus Deposits in Transit			
Amount of outstanding bills		21A) Checking Accounts Total			\$0.00
Value of Real Estate		Savings Account Balance			
Amount of Liability Insurance		Cash on hand			
Owed on Mortgages and Loans		Bonds, CDs and Other Investments			
Value of Personal Property		21B) Total			\$0.00
Amount of Property Insurance		21C) Total Bank + Cash {21A+21B}			\$0.00

22) Trustees and Commanders Certificate of Audit

Date: _____

This is to certify that we (or qualified accountant) have audited the books and records of the Adjutant and Quartermaster of VFW Post _____ for the Fiscal Quarter ending in _____ accordance to National By-Laws and that this report is true and correct. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned.

Printed Names	Signatures
Quartermaster:	Quartermaster:
Trustee #1:	Trustee #1:
Trustee #2:	Trustee #2:
Trustee #3:	Trustee #3:
Commander:	Commander:

This is to certify that the Office of the Quartermaster is bonded with Tallman Insurance in the amount of and that this Audit is correctly made out to the best of my knowledge and belief.

Bond Amount

\$

revision 10/27/2025

FOR COMPLETING QUARTERLY TRUSTEES' REPORT OF AUDIT FORM

- # 1 - 13 **FUNDS:** Listed are those funds most likely to be carried by a VFW Post, District or County Council. Any special funds may be added in the blank spaces. A "fund" is an account which normally has both income and expenditures. In most cases, just about all of your miscellaneous expenditures (community service, youth activities, officer's expenses, etc) are chargeable to your General Fund and most miscellaneous income (proceeds from fund-raising activities, dues, etc) are credited to your General Fund.
- # 14 **NET CASH BALANCE AT BEGINNING OF QUARTER:** The figures in this column are obtained from different funds as listed in your ledger. The individual items in this column as well as the total at the bottom of the column should be the same as the ending balances of the previous quarter.
- # 15 **RECEIPTS DURING QUARTER:** The figures in this column are obtained by adding the income amount shown in your ledger for the 3 months for each fund. This should include items transferred into a fund from another fund during the quarter.
- # 16 **EXPENDITURES DURING QUARTER:** The figures in this column are obtained by adding the expense amount shown in your ledger for the 3 months for each fund. This should include items transferred out of a fund from another fund during the quarter.
- # 17 **NET CASH BALANCE AT END OF QUARTER:** The figures in this column are obtained by adding items #14 and #15 and subtracting item #16 for each fund
- # 18 **TOTALS:** The figures in this line are obtained by adding all funds for each: #14, #15 and #16 separately
- # 19 **TOTALS:** Total should equal the sum of 14 plus sum of 15 minus sum of 16 (using the totals from #18)
- # 20 **OPERATIONS:** Answer the questions that are applicable.
- # 21 **RECONCILIATION OF CASH & INVESTMENTS:**
- | | |
|---------------------------------------|---|
| Ending balance Per Bank Statement(s): | Enter ending balance shown on bank statement or if multiple bank accounts, use the total of all bank accounts added together |
| Less: Outstanding Checks | Total checks written on or before the date of the bank statement that are not on the bank statement and any card purchases made and not cleared |
| Plus: Deposits in Transit | Total deposits made on or before the date of the bank statement that are |

21A)	Account Balance	not on the bank statement. Subtract outstanding checks and add deposits in transit from the ending balance per the bank statement.
	Savings Account Balance	Enter balance of any Savings accounts.
	Cash on hand	Amount of money on hand that has not been included in "Outstanding deposits" above
	Bonds CDs and other investments	Enter cost value of bonds and other investments.
21B)	Total	Add all amounts in this column
21C)	Total bank + Cash	Add Account balance 21A) and Total 21B) This amount should be the same as item 19

22 **TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT:**

Enter the date the audit is prepared, the Post name and number and the quarter for which the audit is prepared.

The Post Commander, Quartermaster and Trustees must sign the Audit prior to submittal to the Department.

It is the duty of the Post Trustees to conduct the quarterly audits. It is the duty of the Commander to see that audits are made.

NOTE: The completed form, with all signatures affixed to certify its accuracy, should be forwarded to the Department Quartermaster. The Post Trustees should also sign the General Ledger at the ending point of the current audit period.