

TRUSTEE'S REPORT OF AUDIT

Of the Books and Records of the Quartermaster and Adjutant of _____
(District/Post No.)

Department of Texas 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**

FUNDS as recorded in ledger	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. National and Department Dues (Per Capita Tax)				
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218 Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
14. Totals				15.

16. OPERATIONS	
Have required payroll deductions been made?	
Have payments been made to the proper State & 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 BANK BALANCES	
Checking Account	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Actual Balance	_____
Savings Account	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Actual Balance	_____
Cash on Hand	_____
Bonds & Investments (Cost Value)	_____
Total of All	_____

18. TRUSTEE'S & COMMANDERS CERTIFICATE OF AUDIT

Date _____, 20_____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant & Quartermaster of _____
(District/Post No.)

For the Fiscal Quarter ending _____ in accordance of the National By-Laws and 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)

(Address)

Signed: _____ Trustee
Signed: _____ Trustee
Signed: _____ Trustee

This is to certify that the Office of the Quartermaster is Bonded with: _____ in the amount of \$ _____ until _____, 20_____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original Copy to your Department Quartermaster.