

DISTRICTS TRUSTEE'S REPORT OF AUDIT

of the Books and Records of the Quartermaster and Adjutant of _____
(District Number)

Department of Texas for the Fiscal Ending Month

Year

Department of Texas for the Fiscal Beginning Month:

FUNDS as recorded in ledger	10. Net Cash Balances at Beginning of Month	11. Receipts During Report Period	12. Expenditures During Rpt Period	13. Net Cash Balance at End of Period
1. National and Department Dues (Per Capita Tax)				
2. Admission or Application Fees (Department)				
3. District General Fund				
4. District Relief Fund (Poppy Profits, Donations, etc.)				
5. Other				
6.				
7.				
8.				
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 _____

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 Month 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)

Signed: _____ Trustee

Signed: _____ Trustee

(Address)

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.