

**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	9. Net Cash Balances at Beginning of Quarter	10. Receipts Dur-ing Quarter	11. Expenditures During Quarter (-)	12. 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 Home or Building Fund(Including Savings but Not Real Estate)				
6. Post Canteen or Club Fund				
7. Other				
8. Bonds and Investments Not Credited to Funds				
<b>13. Totals</b>				<b>14.</b>

<b>15. OPERATIONS</b>	
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?	

<b>16. RECONCILIATION OF BANK BALANCES</b>	
<b>Checking Account</b>	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
	<b>Actual Balance</b> _____
<b>Savings Account</b>	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
	<b>Actual Balance</b> _____
<b>Cash on Hand</b> _____	
<b>Bonds &amp; Investments (Cost Value)</b> _____	
	<b>Total of All</b> _____

**17. 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)

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 Adjutant.**