

Post Trustees Report of Quarterly Audit Completion Check List (retain with Post Copy)

Initial

- ✓ Figures in Column 10 match figures from Column 13 in previous audit _____
- ✓ Entry in each column on line 3 _____
- ✓ Entry in each column on line 4 (if your Relief Fund is included in in
your General Fund, deduct the amount earmarked for the Relief Fund
from the General Fund, and adjust the entries in line 3 accordingly) _____
- ✓ Bonds and Investments (to include savings and CD amounts) are
entered in line 9, and should match figure(s) in block 17 _____
- ✓ All questions in block 16 are properly answered with a yes, no or N/A _____
- ✓ All lines in block 17 are properly entered with a figure or 0 _____
- ✓ The Total Cash and Investments amount in block 17 matches the
total amount in block 15 (Line 14 Column 13 - Net Cash Balances
at End of Quarter) _____
- ✓ All information in block 18 is included _____
- ✓ Quartermaster's name and address included _____
- ✓ All 3 Trustees have signed _____
- ✓ Bonding information is properly filled in _____
- ✓ The Commander has signed _____