



# TRUSTEE'S REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_

(District/County Council/Post No.)

Department of West Virginia

for the Fiscal Quarter ending: \_\_\_\_\_

FISCAL QUARTERS:      Jan 1 to March 31      Apr 1 to June 30      July 1 to Sept. 30      Oct 1 to Dec. 31

<b>FUNDS (Liquid Assets)</b>	11. Net Cash Balances at Beginning of Quarter	12. Receipts During Quarter	13. Expenditures During Quarter	14. Net Cash Balances at End of Quarter
1. Post General Fund				
2. Post Relief Fund (Poppy Profits, Donations, etc.)				
3. Post Home or Building Fund (incl. Savings but not real estate or CDs)				
4. Post Canteen or Club Fund				
5.				
6.				
7.				
8.				
9. Cash on Hand (to include ATMs)				
10. Bonds, Stocks, Mutual Funds and other liquid assets not incl. above				
15. TOTALS				

## 16. OPERATIONS

Have required payroll deductions been made?	Yes	No
Have Payments been made to the proper State and Federal agencies this quarter?	Yes	No
Have sales taxes been collected and paid?	Yes	No
Are club employees bonded?	Yes	No
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	\$	
Non-Liquid Assets (CDs, Trusts, etc.)	\$	

## 17. RECONCILIATION OF FUND BALANCES

All Checking Account Balances	\$	_____
Less Outstanding Checks	\$	_____
Actual Balance	\$	_____
Savings Account Balance	\$	_____
Cash on Hand	\$	_____
<b>Total</b>	\$	_____
Bonds, Stocks, other Liquid Assets	\$	_____
<b>Grand Total (Minimum Amount of QM Bond)</b>	\$	_____

## 18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date \_\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of

\_\_\_\_\_ for the Fiscal Quarter ending \_\_\_\_\_

in accordance of the National By-Laws and that 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.

Quartermaster \_\_\_\_\_ Signed \_\_\_\_\_ Trustee  
*Post Address* \_\_\_\_\_ Signed \_\_\_\_\_ Trustee  
 \_\_\_\_\_ Signed \_\_\_\_\_ Trustee

This is to certify that the Office of the Quartermaster is bonded with \_\_\_\_\_ In the amount of \$ \_\_\_\_\_ until \_\_\_\_\_ and that this Audit is correctly made out to the best of my knowledge and belief.

Signed \_\_\_\_\_ Commander