

THE VETERANS OF FOREIGN WARS OF THE UNITED STATES
POST TRUSTEES REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of
 District No. 3, Department of Washington, for the Fiscal Quarter ending _____

FISCAL QUARTERS **Jan 1 to March 31** **July 1 to Sept 30**
 April 1 to June 30 **Oct 1 to Dec 31**

FUNDS	10. BEGINNING BALANCE	11. QUARTER RECEIPTS	12. QUARTER EXPENDITURES	13. ENDING BALANCE
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				
7. Post Canteen or Club Fund				
8. Other				
Gambling				
Key Bank (Credit Card Sales)				
National Home				
9 Bonds and Investments Not Credited to Funds				
14. TOTALS				

<p>16. OPERATIONS</p> <p>Have required payroll deductions been made? _____</p> <p>Have Payments been made to proper State and Federal Agencies this Quarter? _____</p> <p>Have Sales Taxes been collected and paid? _____</p> <p>Are club employees bonded? _____</p> <p>Amount of outstanding Bills _____</p> <p>Value of Real Estate _____</p> <p>Amount of Liability Insurance _____</p> <p>Owed on Mortgages and Loans _____</p> <p>Value of Personal Property _____</p> <p>Amount of Property Insurance \$ -</p>	<p>17. RECONCILIATION OF FUND BALANCES</p> <p>Checking Account Balance _____</p> <p> Less Outstanding Checks _____</p> <p> Account Balance _____</p> <p>Savings Account Balance _____</p> <p>Cash on Hand _____</p> <p align="right">TOTAL _____</p> <p>Bonds and Investments (cash Value) _____</p> <p align="right">TOTAL _____</p>
<p>18. TRUSTEES AND COMMANDER'S CERTIFICATE OF AUDIT</p>	

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 with the By-Laws of the Veterans of Foreign Wars of the United States 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 and checks properly countersigned.

Post Quartermaster _____	Signed _____ Trustee
_____	Signed _____ Trustee
_____	Signed _____ Trustee

This is to certify that the Office of 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