



TRUSTEE'S REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____

(District/County Council/Post No.) _____

Department of South Carolina 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

FUNDS:	Net Cash Balances at Beginning of Quarter	Receipts During Quarter	Expenditures During Quarter	Net Cash Balances 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 Dues Reserve Fund (See Sec. 218, Manual of Procedure)				
6. Post Home or Building Fund (including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and investments Not Credited to Funds				
TOTALS				

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	\$ _____	

RECONCILIATION OF FUND BALANCES	
Checking Account Balance	\$ _____
Less Outstanding Checks	_____
Actual Balance	\$ _____
Savings Account Balance	\$ _____
Cash on Hand	_____
Total	\$ _____
Bonds and Investments	_____
Total	\$ _____

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 and Checks properly countersigned.

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

This is to certify that the Office of the Post 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