



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