



## POST TRUSTEE'S REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
 Dist. No. \_\_\_\_ Department of Minnesota

POST NO. \_\_\_\_\_

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

FUNDS:	Net Cash Balances at beginning of Quarter	Receipts During Quarter	Expenditures During Quarter	Net Cash Balances at End of Quarter
National and Department Dues (per Capita)				
Admission or Application Fees (Dept.)				
Post General Fund				
Post Relief Fund				
Post Dues Reserve Fund				
Post Canteen or Club Fund				
Totals				

PROPERTY OWNED			RECONCILIATION OF FUND BALANCES				
Value of Real Estate			Checking Account Balance				
Owed on Mortgages			Less Outstanding Checks				
Value of Personal Property			Actual Balance				
Amount of Property Insurance			Savings Account Balance				
<b>SUMMARY OF POST MEMBERSHIP</b>			Cash on Hand				
Previously Reported	For year 2016-2017		Total				
	Gains during Quarter		Bonds and Investments				
	Total Members: _____		Total				
	Cont	New	Reinst	Xfer	Life	<b>CLUB OR CANTEEN OPERATION</b>	
			Have required payroll deductions been made?				
			Have Payments been made to the Proper State?				
			and Federal Agencies this quarter?				
			Have Sales Taxes been collected and paid?				
Post Dues			Are Club employees bonded?				
Admission Fee			Amount of Liability Insurance		\$ _____		
All Dues Forwarded?			Amount of Outstanding Bills		\$ _____		
			Yes/No				

**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 \_\_\_\_\_  
 VFW Post \_\_\_\_ for the Fiscal Quarter ending \_\_\_\_\_ in accordance with Sections 213 and 218 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 counter-signed:

Post Quartermaster :  
 Address \_\_\_\_\_

Signed: \_\_\_\_\_ Trustee  
 \_\_\_\_\_ Trustee  
 \_\_\_\_\_ 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