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TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of: _____ District _____ Post No.

Department of Pacific Areas for the Fiscal Quarter ending: _____

FISCAL QUARTERS: _____

FUNDS	10. Net Cash Balances at Beginning of Quarter	11. Receipts During Quarter	12. Expenditures During Quarter	13. Net Cash Balance at End of Quarter
1. National and Department Dues (Per Capitia Tax)				$0.00
2. Admission or Application Fees (Department)				$0.00
3. Post General Fund				$0.00
4. Post Relief Fund (Poppy Profits, Donations, etc.)				$0.00
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)				$0.00
6. Post Home Building Fund (Including Savings but Not Real Estate)				$0.00
7. Post Canteen or Club Fund				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
8. Bonds and Investments Not Credited to Funds				$0.00
14. TOTALS:	$0.00	$0.00	$0.00	$0.00

15.

16. OPERATIONS		17. RECONCILIATION OF FUND BALANCES	
a. Have required payroll deductions been made?	N/A	Checking Account Balance	
b. Have payments been made to the proper State and Federal agencies this quarter?	N/A	Less Outstanding Checks	
c. Have sales taxes been collected and paid?	N/A	Actual Balance	$0.00
d. Are club employees bonded?	N/A	Savings Account Balance	
e. Amount of outstanding bills.		Cash on Hand	
f. Value of Real Estate.		Total	$0.00
g. Amount of liability insurance.		Bonds and Investments (cost value)	
h. Owed on Mortages and Loans.		Total	$0.00
i. Value of Personal Property.			
j. Amount of Property Insurance.			

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date: _____

This is to verify the we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of: _____ Post Number for the Fiscal Quarter ending _____ in accordance of the National By-Laws and that this Report is a true and correct statement thereofto the best of our knowledge and belief. All vouchers and Checks have been examined and found to be properly countersigned:

Post Quartermaster: _____ Name

_____ Address

Signed: _____ Trustee

Signed: _____ Trustee

Signed: _____ Trustee

This is to certify that the office of 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

Rev. 6/18/2010 (DPA WEBFORM) Note: Forward one copy to Department Quartermaster and keep one for your files. No. 4214