TRUSTEES' REPORT OF AUDIT

The books and records of the Quartermaster and the Adjutant of District __, Post ____, Department of Delaware for the fiscal quarter ending ____ ___

FISCAL QUARTERS Jan - Mar Apr - Jun Jul - Sep Oct - Dec

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				
3. Post General Fund				
4. Post Relief Fund (Poppy profits, donations etc.)				
5. Post dues reserve Fund				
6. Post home or building fund (incl savings but not real estate.)				
7. Post canteen or club fund				
8. Other				
a. 0				
b. 0				
c. 0				
d. 0				
9. Bonds and investments not credited to funds				
TOTALS				

OPERATIONS

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	
Are club employees bonded	
Amount of outstanding bills	
Value of real estate	
Amount of liability insurance	
Owed on mortgage 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 (cost value)		
Total		

TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

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 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

Name

Signed _____ Trustee

_____

Address Signed _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of _____
until August 31, _____ and that this audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander