



## VFW AUXILIARY TRUSTEES' REPORT OF AUDIT

The Books and records of the secretary and Treasurer, VFW Auxiliary to Post

# \_\_\_\_\_ Location \_\_\_\_\_ District \_\_\_\_\_

Department of California for period beginning \_\_\_\_\_ and ending \_\_\_\_\_, 20 \_\_\_\_

Funds	1		2		3		4	
	Balances at beginning of period		Receipts during period		Expenditures During period		Quarter end Balances	
Auxiliary General Fund								
Department and National Dues								
Relief Fund								
Other								
Other								
Checking Acct Total								
Savings Account								
<b>Grand Total</b>	\$		\$		\$		\$	

Total Number of current members \_\_\_\_\_

Date of last meeting \_\_\_\_\_

Have Malta Receipts & Withdrawals been

Checked? \_\_\_\_\_

Outstanding Checks:

Check #	Amount
_____	_____
_____	_____
_____	_____
_____	_____

### RECONCILIATION OF FUND BALANCES

Bank Balance	\$ _____
(+)Deposits not credited	\$ _____
Balance	\$ _____
(-)Outstanding Checks	\$ _____
Balance	\$ _____
<b>Checking Acct Balance</b>	\$ _____
<b>Saving Acct Balance</b>	\$ _____
<b>Grand Total</b>	\$ _____

**This is to certify that the books of the Secretary and Treasurer have been audited and found correct, and all money properly accounted for:**

Audit this date \_\_\_\_\_

Trustee \_\_\_\_\_

Approved this date \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

One copy of this audit report is to be retained by the auxiliary secretary, one copy by the 1 yr Trustee and one to be sent to the Department Secretary **immediately following approval at meeting.**

**QUARTERLY AUDIT**

Jan – Feb – Mar  
April – May – June  
July – Aug – Sept  
Oct-Nov-Dec

**DATE DUE TO DEPARTMENT**

April 30  
July 31  
Oct 31  
Jan 31