



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 _____

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

Total Number of current members _____
 Date of last meeting _____
 Have Malta Receipts & Withdrawals been Checked? _____
 Outstanding Checks:
 Check # Amount
 _____ _____
 _____ _____
 _____ _____
 Total _____

RECONCILIATION OF FUND BALANCES

Bank Checking Balance \$ _____
 (+) Deposits not credited \$ _____
 Balance \$ _____
 (-) Outstanding Checks \$ _____
Checking Acct Total \$ _____

Saving Acct Total \$ _____
Grand Total \$ _____

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 at 9136 Elk Grove Blvd #101, Elk Grove CA 95624 or email to vfwauxca1@gmail (note new email) immediately following approval at meeting. (Copy to Treasurer is acceptable)

QUARTERLY AUDIT

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

DATE DUE TO DEPARTMENT

May 31, Annually
 Aug 31, Annually
 Nov 30, Annually
 Feb 28, Annually