



## VFW AUXILIARY TRUSTEES' REPORT OF AUDIT

The Books and records of the secretary and Treasurer, VFW Auxiliary to Post # \_\_\_\_\_ Location \_\_\_\_\_ District \_\_\_\_\_

FOR UNCOMMON HEROES

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 \_\_\_\_\_

**RECONCILIATION OF FUND BALANCES**

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

Bank Checking Balance \$ \_\_\_\_\_

Have Malta Receipts & Withdrawals been

(+) Deposits not credited \$ \_\_\_\_\_

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

Balance \$ \_\_\_\_\_

Outstanding Checks:

(-) Outstanding Checks \$ \_\_\_\_\_

Check #      Amount

**Checking Acct Total**      \$ \_\_\_\_\_

\_\_\_\_\_

**Saving Acct Total**      \$ \_\_\_\_\_

\_\_\_\_\_

**Grand Total**      \$ \_\_\_\_\_

\_\_\_\_\_

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 (email:mpeck@vfwauxca.org; fax 916-509-8754; mail 9136 Elk Grove Blvd #101, Elk Grove CA 95624) to the Department Secretary **immediately following approval at meeting.**

**QUARTERLY AUDIT**

**DATE DUE TO DEPARTMENT**

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

- May 31
- Aug 31
- Nov 30
- Feb 28