



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____ (District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____, 20____

FISCAL QUARTERS: Jan. 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of		Receipts During Quarter		Expenditures During Quarter		Net Cash Balances at End of Quarter	
	10.	Quarter	11.		12.		13.	
1. National and Department Dues (Per Capita Tax)	\$		\$		\$		\$	
2. Admission or Application Fees (Department)								
3. Post General Fund								
4. Post Relief Fund (Poppy Profits, Donations, etc.)								
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)								
6. Post Home or Building Fund (Including Savings but Not Real Estate)								
7. Post Canteen or Club Fund								
8. Other								
9. Bonds and Investments Not Credited to Funds								
14. TOTALS:	\$		\$		\$		\$	15.

16. 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 Mortgages and Loans _____ \$

Value of Personal Property _____ \$

Amount of Property Insurance _____ \$

17. RECONCILIATION OF CASH & INVESTMENTS

General Fund Checking Account

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Other Checking Accounts (if applicable)

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Savings Account Balance _____

Cash on Hand _____

Total Cash _____

Bonds and Other Investments _____

Total Cash and Investments \$ _____

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20____

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 of 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 _____, 20____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

TO COMMANDERS AND TRUSTEES' (POST, DISTRICT, COUNTY COUNCIL)

As Commander and Trustees' of your District, County Council, or Post, you took an obligation to uphold the By-Laws of the National Convention and the By-Laws of your Department, District, County Council and Post.

Your attention is directed to Sections 213, 312, 420, By-Laws: Units failing to submit properly completed Trustees' Report of Audit on a quarterly basis, shall be deprived of all representation in County Council meetings, District, Department and National Conventions.

Article VII, Section 703; By-Laws: It shall be the responsibility of the Commander of each unit to see that the office of Quartermaster is properly and adequately bonded.

Sections 218, 318, Manual of Procedure, provides: The Post and County Council Trustees' shall, not later than the end of the month following the last day of each quarterly period, submit through the Commander a Trustees' Report of Audit to the Department Quartermaster.

Section 416, Manual of Procedure: District Trustees' shall, at each District meeting or District Convention or as Department By-Laws may provide, submit a Trustees' Report of Audit to the Department Quartermaster.

The prescribed duties of the Commander and Trustees' are obvious. The Trustees' are mandated to make the audit (or provide for an audit by qualified accountants), and submit the report. The Commander is mandated to see that the audit is made and the report properly forwarded.

The bonding of accountable officers by any bonding company is always based on the theory that the laws prescribing the duties of various officers will be complied with accordingly. Existing By-Laws relative to quarterly audits of the records of Post Adjutants and Quartermasters constitute a safeguard for the protection of the Post funds and are so considered by the bonding company in basing their rates or premiums. Laxity in enforcing and complying with the By-Laws increases the hazard of loss which in the final analysis means larger premiums must be paid. Any failure on the part of the Commander and Trustees' in performing the duties of their offices is not only a violation of trust but gives the bonding company the right to contest liability in case of a defalcation.

SUGGESTIONS

When auditing the accounts of the Quartermaster by the Trustees' (Uniform Record System)

1 - RECEIPTS:

(1) Check duplicate copies of Miscellaneous Receipts against the entries shown in the Received Column, under heading of Cash and Bank, in the Cash Book; (2) Check names appearing on Dues Transmittal returned from National Headquarters, plus any transmittals in transit, to see that all members who have paid dues are properly credited in the Cash Book.

2 - VOUCHERS:

Check all properly approved Vouchers against the entries as shown in the Expended Column, under heading of "Cash and Bank" in the Cash Book.

3 - CASH AND BANK:

Run a total of the Received and Expended columns of "Cash and Bank" and the difference between these two columns should be the net total of Cash in bank and Cash on hand.

4 - CANCELLED CHECKS:

Check all cancelled checks against the Cash Book Expended entries to see if same agree. This will also show you which checks are still outstanding. Insist that all checks be countersigned by the Post Commander.

5 - BANK EXPENDITURES:

Run a total of all cancelled checks. Add to this total the amount of all bank charges, such as check exchange, check tax, returned checks, protest fees, etc. and the sum total of all these should be your actual Bank Expenditures. All bank charges should show as expenditures in the Cash Book.

6 - BANK DEPOSITS:

Run a total of actual bank deposits, add to this the bank balance as of the beginning of the auditing period and this sum represents your total bank.

7 - BANK BALANCE:

Deduct the total of No. 5 from the total of No. 6 and the difference should be your Bank Balance as per your bank statement.

8 - ACTUAL CASH BALANCE:

Deduct from your Bank Balance the amount of outstanding checks as shown by No. 4, add to this amount any and all cash on hand, and the total should be your Actual Cash Balance.

9 - PER CAPITA TAX RESERVE:

Compute the amount of Per Capita Tax, as shown on the Membership Record Cards, that has been paid by members and not remitted to the Department Quartermaster and see that the total amount of same agrees with the amount as shown by the Cash Book to the credit of the Per Capita Tax Reserve Fund.

10 - ADMISSION FEES AND DUES:

Ascertain from the records if Section 104 of the National By-Laws has been complied with.

11 - NUMBER OF CHECKS:

Be sure to show in your audit the numbers of the first and last checks written for the period and the numbers and amounts of all outstanding checks.

12 - SAVINGS AND INVESTMENTS:

Obtain a certification of all savings balances from the various depositories at the close of the audit period. Check U.S. Government bonds and other investment certificates against the master list of the Post Quartermaster. Make certain that "coupon" bonds are cashed when due and are properly credited.

13 - AUDIT RECORD:

It is suggested that your audit, when completed, be entered, in detail on the page of the Quartermaster's Cash Book immediately following the last entry included in the audit and all Trustees attest to the same by their signatures thereon. This then becomes a permanent record and not so likely to be lost and will always be available for reference.