

# TRUSTEES AUDIT REPORT

VFW AUXILIARY - DEPT. OF WA - TO POST NO. \_\_\_\_\_ DISTRICT \_\_\_\_\_

## DISTRIBUTION OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCE BY FUND

FOR PERIOD OF \_\_\_\_\_ TO \_\_\_\_\_

FUND	CASH BALANCE LAST REPORT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
General Fund	\$ _____	\$ _____	\$ _____	\$ _____
Department & National Dues	\$ _____	\$ _____	\$ _____	\$ _____
Relief Fund	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUBTOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUBTOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____
Restricted (i.e. Cancer Ins.)	\$ _____	\$ _____	\$ _____	\$ _____
Savings Account	\$ _____	\$ _____	\$ _____	\$ _____
Certificate of Deposit	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUBTOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Balance -- ALL FUNDS Including Savings</b>	\$ _____	\$ _____	\$ _____	\$ _____

### BANK STATEMENT RECONCILIATION

**BANK BALANCE** (as shown on bank statement): \$ \_\_\_\_\_

**LESS OUTSTANDING CHECKS:**

Check Number	_____	\$ _____	
Check Number	_____	\$ _____	
Check Number	_____	\$ _____	
Check Number	_____	\$ _____	
			Subtotal:
<b>Total Amount of Outstanding Checks:</b>		\$ _____	\$ _____

**PLUS OUTSTANDING DEPOSITS:**

Date	_____	\$ _____	
Date	_____	\$ _____	
<b>Total Amount of Outstanding Deposits:</b>		\$ _____	

**TOTAL ADJUSTED BANK BALANCE:** \$ \_\_\_\_\_

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

**TRUSTEES: (sign & date)**

AUXILIARY TREASURER \_\_\_\_\_

DATE AUDIT WAS CONDUCTED \_\_\_\_\_

**NOTE: COPY MUST BE SENT TO DEPARTMENT TREASURER NO LATER THAN 10 DAYS FROM AUDIT DATE**

