

## VFW AUXILIARY DEPARTMENT OF NEW YORK – QUARTERLY AUDIT REPORT

Auxiliary Name \_\_\_\_\_ Aux. No. \_\_\_\_\_

County Council \_\_\_\_\_ District No. \_\_\_\_\_

Audit Period: From \_\_\_\_\_ to \_\_\_\_\_

FUND	BALANCE LAST AUDIT	RECEIPTS	DISBURSEMENTS	FINAL BALANCE THIS AUDIT
GENERAL				
RELIEF				
RESTRICTED				
<b>TOTALS</b>				**

1. Bank Balance Shown on Current Statement		\$	
2. <b>PLUS</b> Deposits Not Shown on Statements	+	\$	
3. Sub Total	=	\$	
4. <b>LESS</b> Outstanding Checks (# of outstanding checks _____)	-	\$	
5. TOTAL BANK BALANCE	= **	\$	
6. Other Funds: Savings, CD's, etc. \$ _____ \$ _____	= +	\$	
7. <b>TOTAL ALL FUNDS</b>	=	\$	

(\*\* Note: This figure must match Final Balance This Audit)

Date of Last Membership Transmittal or Entry in MALTA \_\_\_\_\_

This is to certify that the books of the Secretary and Treasurer have been audited and found to be Correct and all monies are properly accounted for. AUDITED THIS DATE: _____	Trustee # 1 _____ Trustee # 2 _____ Trustee # 3 _____
---	---

### Section 814—Trustees, Duties of (All Levels)

- All Audits are to be completed by the elected Trustees •with a minimum of two (2) in attendance. At least one (1) must be an elected Trustee.
- Any negligence on the part of the Trustees in carrying out the mandates of this section, or in attending audits, shall make them individually and collectively responsible, with any others, for any discrepancy.
- A signed copy of the accepted audit shall be forwarded to:

**Kimberly White, Department Treasurer – 1799 Fred Road – Schenectady, NY 12303**

- A copy of the accepted audit shall be included in the minutes record book.

<b>1st Quarter Audit</b>	<b>2nd Quarter Audit</b>	<b>3rd Quarter Audit</b>	<b>4th Quarter Audit</b>
January / February / March	April / May / June	July / August / September	October / November / December
Sent to	Sent to	Sent to	Sent to
Department Treasurer	Department Treasurer	Department Treasurer	Department Treasurer
<b>No later than May 31</b>	<b>No later than August 31</b>	<b>No later than November 30</b>	<b>No later than February 28</b>

• Note: Second Quarter Audit – Both outgoing and incoming Treasurers and Trustees should be present.