

**VFW AUXILIARY TO POST NO. \_\_\_\_\_ DISTRICT \_\_\_\_\_ DEPARTMENT OF OHIO  
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	\$ _____	\$ _____	\$ _____	\$ _____
Dept. & Nat'l Dues	\$ _____	\$ _____	\$ _____	\$ _____
Restricted (i.e. Cancer Insur)	\$ _____	\$ _____	\$ _____	\$ _____
Relief Fund	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____	\$ _____
Other (i.e. Cancer Aid)	\$ _____	\$ _____	\$ _____	\$ _____
Other (i.e. National Home)	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____	\$ _____
Savings Account	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Balance -- All Funds Including Savings Account</b>	\$ _____	\$ _____	\$ _____	\$ _____

**BANK STATEMENT RECONCILIATION**

Bank balance as shown on bank statement		\$ _____
<b>Less Outstanding checks:</b>	Check Number _____	\$ _____
	Check Number _____	\$ _____
	Check Number _____	\$ _____
	Check Number _____	\$ _____
	Total Amount of Outstanding Checks:	\$ _____
<b>Plus Outstanding deposits:</b>	Date _____	\$ _____
	Date _____	\$ _____
	Total Amount of Outstanding Deposits:	\$ _____
Total Adjusted Bank Balance		\$ _____

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY  
AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT,  
AND ALL MONEYS PROPERLY ACCOUNTED FOR.

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

**TRUSTEES: (sign & date)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUDIT INSTRUCTIONS

The Treasurer must have available for the Audit Committee: all bank statements, savings account books, canceled checks (if available) and the ledger books, for the audit to be completed in the proper manner.

All outstanding checks should be listed with the number of check and amount on the bank statement as well as on this form (front).

The Trustees conduct the quarterly audit of books. At least two elected Trustees must be present to complete the audit.

The Treasurer, Secretary and the President should make themselves available for the audit.

As stated in Section 814 of the National By-Laws, a copy (should have original signature) of each audit must be sent to the  
Department Treasurer 35 E. Chestnut St. #508 Columbus, Ohio 43215 OR fax to: 614-227-0360

OR Email to: [treasurer@vfwauxoh.org](mailto:treasurer@vfwauxoh.org)

**Per a vote held at the Department Mid-Winter Conference, all Auxiliaries**

**must attach a copy of the bank statement when submitting their quarterly audit report. No exceptions.**

**It is not the duty of the Trustees to correct the Treasurer's report, but the duty of the Treasurer.**

**The Trustees check the Treasurer's books during the audit and report their findings under Committee Reports at the Auxiliary meeting.**

**If any mistakes are reported, the Treasurer, himself/herself, should be directed by the President to make the necessary corrections.**

The audit report is read at the next regular meeting following the audit. A copy is given to the Secretary to be incorporated in the minutes.

If possible, each Trustee should have a copy of the audit, at the very least the 1 (one) Year Trustee should retain a copy of each audit.

Refer to the National By-Laws for additional information concerning the responsibilities of the Treasurer, Trustees in conducting an audit.

Questions can also be referred to the Department Office at 614-227-0358

REMEMBER to be eligible to vote at a Council, District, Department or National meeting all audits MUST be received  
in the Department Office within 30 days after end of each quarter.

6.15.2020