

**VFW AUXILIARY TO POST _____ DISTRICT _____ DEPARTMENT OF OHIO
DISTRIBUTION OF RECEIPTS, DISBURSEMENTS AND CASH BALANCE BY FUND**

FOR PERIOD OF: _____ TO _____

FUND	CASH BALANCE LAST AUDIT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
General Fund	1	10	19	28=Lines 1+10-19
Relief Fund	2	11	20	29=Lines 2+11-20
Other Fund (Restricted)	3	12	21	30=Lines 3+12-21
Other Fund_____	4	13	22	31=Lines 4+13-22
Other Fund_____	5	14	23	32=Lines 5+14-23
Total Checking Acct	6=Lines 1+2+3+4+5	15=Lines 10+11+12+13+14	24=Lines 19+20+21+22+23	33=Lines 6+15-24
Savings Acct	7	16	25	34=Lines 7+16-25
CDs/Investment Acct	8	17	26	35=Lines 8+17-26
TOTAL BALANCES	9=Lines 6+7+8	18=Lines 15+16+17	27=Lines 24+25+26	36=Lines 9+18-27

BANK STATEMENTS RECONCILIATION

Bank Balance as shown on Qtr End Checking statement	37
Bank Balance as shown on Qtr End Savings bank statement	38
Bank Balance as shown on Qtr End CD bank statement	39
Bank Balance as shown on Qtr End Investment bank statement	40
Subtotal all bank accounts:	<u>41=37+38+39+40</u>

Less Outstanding Checks:

Number <u>42</u>	Amount <u>43</u>
Number <u>42</u>	Amount <u>43</u>
Number <u>42</u>	Amount <u>43</u>
Number <u>42</u>	Amount <u>43</u>
Number <u>42</u>	Amount <u>43</u>
Number <u>42</u>	Amount <u>43</u>

Total Outstanding Checks: \$ 44

Subtotal: 45=Lines 41-44

PLUS Outstanding Deposits

Date <u>46</u>	Amount <u>47</u>
Date <u>46</u>	Amount <u>47</u>
Date <u>46</u>	Amount <u>47</u>

Total Outstanding Deposits \$ 48

TOTAL ADJUSTED BANK BALANCES

\$ 49=Lines 45+48

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

DATE AUDITED WAS CONDUCTED: _____

Trustees:

1 Year _____

2 Year _____

3 Year _____

DATE AUDIT WAS APPROVED ON FLOOR: _____

Please mail: Ohio VFW Auxiliary, 35 E Chestnut Street, Suite 508, Columbus, OH 43215 OR email: treasurer@vfwauxoh.org

Veterans of Foreign Wars Auxiliary, Dept. Of Ohio

Sample Auxiliary Audit Form Instructions

<u>Line</u>	<u>Description</u>
1	Beginning General Fund balance. Also the ending General Fund balance from prior audit (line 28 from last audit report)
2	Beginning Relief Fund balance. Also the ending Relief Fund balance from prior audit (line 29 from last audit report)
3	Beginning Other (Restricted) Fund balance. Also the ending Other (Restricted) Fund balance from prior audit (line 30 from last audit report)
4	Beginning Other Fund balance. Also the ending Other Fund balance from prior audit (line 31 from last audit report)
5	Beginning Other Fund balance. Also the ending Other Fund balance from prior audit (line 32 from last audit report)
6	Sum of lines 1 through 5. Also line #33 from the last audit report.
7	Beginning balance of Savings. Also the ending Savings balance from prior audit (line #34 from last audit report)
8	Beginning balance of CDs/Investment Accounts. Also the ending CDs/Investment balance from prior audit (line #35 from last audit report)
9	Sum of lines 6 through 8. Also line #36 from last audit report.
10	Total of all the money received for the General Fund during the audit period
11	Total of all the money received for the Relief Fund during the audit period
12	Total of all the money received for the Other (Restricted) Fund during the audit period
13	Total of all the money received for the Other Fund during the audit period
14	Total of all the money received for the Other Fund during the audit period
15	Sum of lines 10 through 14
16	Total of all money received for Savings during the audit period. This would include any interest earned
17	Total of all money received for CDs/Investments during the audit period. This would include any interest earned
18	Sum of lines 15 through 17
19	Total of all money disbursed from the General Fund during the audit period
20	Total of all money disbursed from the Relief Fund during the audit period
21	Total of all money disbursed from the Other (Restricted) Fund during the audit period
22	Total of all money disbursed from the Other Fund during the audit period
23	Total of all money disbursed from the Other Fund during the audit period
24	Sum of lines 19 through 23
25	Total of all money disbursed from Savings during the audit period
26	Total of all money disbursed from CDs/Investments during the audit period
27	Sum of lines 24 through 26. All money disbursed during the audit period (checks written)
28	Sum of line 1 plus line 10 minus line 19
29	Sum of line 2 plus line 11 minus line 20
30	Sum of line 3 plus line 12 minus line 21
31	Sum of line 4 plus line 13 minus line 22
32	Sum of line 5 plus line 14 minus line 23
33	Sum of line 6 plus line 15 minus line 24. Should equal the sum of lines 28 through 32

Veterans of Foreign Wars Auxiliary, Dept. Of Ohio
Sample Auxiliary Audit Form Instructions

<u>Line</u>	<u>Description</u>
34	Sum of line 7 plus line 16 minus line 25
35	Sum of line 8 plus line 17 minus line 26
36	Sum of line 9 plus line 18 minus line 27. Should equal the sum of lines 33 through 35
37	Ending bank balance as shown on the Checking account bank statement at the end of the audit period
38	Ending bank balance as shown on the Savings account bank statement at the end of the audit period
39	Ending bank balance as shown on the CD account bank statement at the end of the audit period
40	Ending bank balance as shown on the Investment account bank statement at the end of the audit period
41	Sum of lines 37 through 40
42	Check number of each outstanding check that had not cleared the bank as of the last bank statement during the audit period
43	Amount of each outstanding check that had not cleared the bank as of the last bank statement during the audit period
44	Sum of all outstanding checks that had not cleared the bank as of the last bank statement during the audit period
45	Sum of line 41 minus line 44
46	Date of each outstanding deposit that had not cleared the bank as of the last bank statement during the audit period
47	Amount of each outstanding deposit that had not cleared the bank as of the last bank statement during the audit period
48	Sum of all outstanding deposits that had not cleared the bank as of the last bank statement during the audit period
49	Sum of line 45 plus line 48. Line 49 balance must match line 36 balance