

LADIES AUXILIARY TRUSTEES' REPORT OF AUDIT



The Books and Records of the Secretary and Treasurer, Auxiliary to Post _____
 Location _____ District No. _____
 Department of California for Period Beginning _____ and Ending _____

	1	2	3	4
FUNDS	Net Cash Balances at Beginning of Period	Receipts During Period	Expenditures During Period	Net Cash Balances at End of Period
Auxiliary General Fund				
Department and National Dues				
Relief Fund				
Restricted Cancer Insurance Fund				
Savings Account				
OTHER:				
TOTALS:				

Total number of current members _____
 Have DP-2's checked _____
 Recorded in Record Book _____
 Date of Last Meeting _____

RECONCILIATION OF FUND BALANCES	
Bank Closing Statement	_____
Add Deposits Not Credited	_____
Balance	_____
Less Outstanding Checks	_____
Checking Account Balance	_____
Savings Account Balance	_____
Grand Total	_____
Must Agree with column (4) above	

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

Audit this Date _____
 Aux. President _____
 Aux. Secretary _____

Trustee _____
 Trustee _____
 Trustee _____

One copy of this audit report is to be retained by the Auxiliary Secretary, one copy by the Chairman of Trustees (1-yr.) and one copy to be sent to the Department Secretary Immediately following each audit.

QUARTERLY AUDIT

Jan-Feb-Mar
 Apr-May-Jun
 Jul-Aug-Sep
 Oct-Nov-Dec

DATE DUE TO DEPT.

April 30
 July 30
 Oct 30
 Jan 30