

AUDIT REPORTS ARE:

JANUARY 1 TO MARCH 31

DUE: APRIL 30

(Please file a separate audit if you have a

APRIL 1 THRU JUNE 30

JULY 31

Bingo Account)

JULY 1 THRU SEPTEMBER 30

OCTOBER 31

OCTOBER 1 THRU DECEMBER 31

JANUARY 31

LADIES AUXILIARY TO POST

**DISTRIBUTION OF RECEIPTS, DISBURSMENTS AND CASH BALANCE BY FUND
FOR PERIOD OF _____ TO _____**

FUND	CASH BALANCE LAST REPORT <i>(brought forward from last audit)</i>	RECEIPTS	DISBURSEMENTS	CASH BAL. THIS REPORT
1. AUX. GENERAL FUND	\$ _____	\$ _____	\$ _____	\$ _____
2. DEPT. & NAT'L DUES	\$ _____	\$ _____	\$ _____	\$ _____
3. RESTRICTED CANCER INS.	\$ _____	\$ _____	\$ _____	\$ _____
4. AUXILIARY RELIEF FUND	\$ _____	\$ _____	\$ _____	\$ _____
5. TOTALS: <i>(Lines 1 thru 4)</i>	\$ _____	\$ _____	\$ _____	\$ _____
6. JUNIOR UNIT	\$ _____	\$ _____	\$ _____	\$ _____
7. TOTALS:	\$ _____	\$ _____	\$ _____	\$ _____
SAVINGS ACCOUNT	\$ _____	\$ _____	\$ _____	\$ _____
Total Balance - All Funds Including Savings Account				\$ _____
Bank Balance as Shown on Bank Statement				\$ _____
Less Outstanding Checks - Number _____	Amount			\$ _____
Deposit Not Shown on Bank Statement				\$ _____
**TOTAL BANK BALANCE: (This total must agree with line #7)				\$ _____

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

TRUSTEES: #1 _____
#2 _____
#3 _____

• The treasurer must have available for the audit committee all bank statements, savings account books, cancelled checks, and ledger books in order for the audit to be conducted in the proper manner. All outstanding checks should be listed with the number of the check and amount on the bank statement.

Make FOUR copies of audit report: 1 copy for Aux. Secretary minute book
1 copy for your Auxillary Head Trustee (#1)
1 copy for the Auxillary Treasurer

MAIL ONE COPY TO DEPT. TREASURER

**COLLEEN RYLANT
PO BOX 2499
LOVELAND, CO 80539**

This is to certify that a bond is held on the Auxillary Treasurer with _____
in the amount of \$ _____ that expires on _____.