


**VETERANS OF FOREIGN WARS
DEPARTMENT OF CALIFORNIA**

POST TRUSTEE



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WHAT IS A VFW POST TRUSTEE?




The Post Trustee is:

- The reviewer of Quartermaster and Adjutant records
- First line of defense against embezzlement
- Not allowed to serve on a committee whose records are audited
- Elected to a three-year term

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DUTIES OF THE POST TRUSTEE





The duties are set forth in the National Manual of Procedure, Section 218(a)(11)

- Review Monthly Report of Receipts and Expenditures.
- Complete a full audit within 30 days .
- The audit shall be in accordance and on an Adjutant General approved form.
- Perform other duties as may be required.

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QM TRICKS TO WATCH OUT FOR

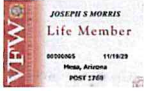


- Deposits of only a portion of the proceeds
- Check stubs payable to someone else and check made out to QM
- Securing personal loans with a Post check
- Fake Bank statements / Fake break-ins
- Collection of dues or raffle money, but not deposited
- Cashed Post bonds/investments, pocketed the money
- Paid personal credit cards with Post funds or used Post checking account or credit card for personal use.

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DANGER SIGNS




- Stalling with getting books ready
- Slowness in paying bills or delay in depositing
- Carrying large amounts of "Cash on Hand"
- Incorrect information on checks
- Complaints from "Members" who haven't received ID card or magazine
- Uncleared checks
- Lifestyle changes of the QM

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CANTEEN ISSUES

- Padded liquor inventory
- Bad or fictitious checks made out to "Cash"
- Leakage of petty cash
- Padded payroll
- Bootlegging on the side
- Kickbacks from suppliers
- Gambling operations on the side


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COMPLETE AUDIT OF CLUB OPERATIONS 


- Regular, monthly inventory taken by House Committee
- Dated cash register tapes for each day
- Day sheet of bar sales for each day
- Check stubs, cancelled checks, bank statements
- Receipts for all bills paid in cash
- Records of all stock purchases
- Accounting for income from all non-bar sources




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COMPLETE AUDIT OF CLUB OPERATIONS (cont.) 

- Completed federal and state payroll tax forms
- Payroll records
- All licenses and permits
- All bills and vouchers
- List of unpaid bills
- Other records as necessary




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COMPLETING THE REPORT OF AUDIT 

Documents you will need to complete the audit:

- Last quarter's audit
- The three Quartermaster's Monthly Reports for the quarter
- Quartermaster's Ledger
- Statements
 - Checking Account(s)
 - Savings
 - Investments
- Tax filings



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- Complete the top with the correct Post Number and date of the Fiscal Quarters end. You can add the District number to the end of you Post number if you want.

TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of California for the Fiscal Quarter ending _____, 20__

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 1

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- The FUNDS should already be set by the Post Quartermaster.
- Take the previous quarterly audit and write the ending balances for each fund as the beginning balance for this audit.

FUNDS:	Net Cash Balance at Beginning of 10, Quarter
1. National and Department Dues (Per Capita Tax)	
2. Admission of Application fees (Department)	
3. Post General Fund	
4. Post Relief Fund (Granny Smiths, Donations, etc.)	
5. Post Dues Reserve Fund	
6. Post Building Fund (including Savings but not Real Estate)	
7. Post Cemetery or CIO Fund	
8. Other	
10. Bonds and Investments Not Credited to Funds	
14. Totals	\$ -

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- If you have been reviewing the Quartermaster's Monthly Reports, all you need to do is add up the 3 monthly reports' receipts and expenditures for each fund and notate the sum in the appropriate column.

FUNDS:	Net Cash Balance at Beginning of 10, Quarter	Receipts 10, Quarter	Expenditures 10, Quarter
1. National and Department Dues (Per Capita Tax)			
2. Admission of Application fees (Department)			
3. Post General Fund			
4. Post Relief Fund (Granny Smiths, Donations, etc.)			
5. Post Dues Reserve Fund			
6. Post Building Fund (including Savings but not Real Estate)			
7. Post Cemetery or CIO Fund			
8. Other			
10. Bonds and Investments Not Credited to Funds			
14. Totals	\$ -	\$ -	\$ -

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Next you will enter the ending balance of the main checking account for the last day of the quarter.

Then enter any outstanding checks or deposits in transit.

This will give you your account balance.

17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	\$ -
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	\$ -
Savings Account Balance	
Cash on Hand	
Total Cash	\$ -
Bonds and Other Investments	
Total Cash and Investments	\$ -
(This figure must match Box 16)	BAD

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EXAMPLE

17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 6,025.00
Less: Outstanding Checks	\$ 200.00
Plus: Deposits in Transit	
Account Balance	\$ 5,825.00
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	\$ -
Savings Account Balance	
Cash on Hand	
Total Cash	\$ 5,825.00
Bonds and Other Investments	
Total Cash and Investments	\$ 5,825.00
(This figure must match Box 16)	BAD


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Next, if you have a separate checking account for the canteen (recommended), you will complete the same as the General Fund Checking Account.

17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 6,025.00
Less: Outstanding Checks	\$ 200.00
Plus: Deposits in Transit	
Account Balance	\$ 5,825.00
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	\$ -
Savings Account Balance	
Cash on Hand	
Total Cash	\$ 5,825.00
Bonds and Other Investments	
Total Cash and Investments	\$ 5,825.00
(This figure must match Box 16)	BAD

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EXAMPLE



17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 6,025.00
Less: Outstanding Checks	\$ 200.00
Plus: Deposits in Transit	
Account Balance	\$ 5,825.00
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ 2,737.00
Less: Outstanding Checks	\$ 300.00
Plus: Deposits in Transit	\$ 400.00
Account Balance	\$ 2,837.00
Savings Account Balance	
Cash on Hand	
Total Cash	\$ 8,662.00
Bonds and Other Investments	
Total Cash and Investments	\$ 8,662.00
(This figure must match Box 15)	

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Lastly, you will enter the amounts from any Savings Accounts and/or Bonds and Investment Accounts.



17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 6,025.00
Less: Outstanding Checks	\$ 200.00
Plus: Deposits in Transit	
Account Balance	\$ 5,825.00
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ 2,737.00
Less: Outstanding Checks	\$ 300.00
Plus: Deposits in Transit	\$ 400.00
Account Balance	\$ 2,837.00
Savings Account Balance	
Cash on Hand	
Total Cash	\$ 8,662.00
Bonds and Other Investments	
Total Cash and Investments	\$ 8,662.00
(This figure must match Box 15)	

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EXAMPLE



17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 6,015.00
Less: Outstanding Checks	\$ 200.00
Plus: Deposits in Transit	
Account Balance	\$ 5,825.00
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ 2,737.00
Less: Outstanding Checks	\$ 300.00
Plus: Deposits in Transit	\$ 400.00
Account Balance	\$ 2,837.00
Savings Account Balance	\$ 20,004.50
Cash on Hand	
Total Cash	\$ 28,666.50
Bonds and Other Investments	\$ 20,004.36
Total Cash and Investments	\$ 58,669.86
(This figure must match Box 15)	

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To finalize the audit, the information in Box 18 must be completed which includes at least two (2) Trustee's signatures and the Post Commander's signature.

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT
Date _____, 20__

This is to certify that we (or qualified members of our audit firm) have audited the books of the Auditor and Commander of the Post of the VFW of California (the "Post") in accordance with the provisions of the Nationality Act, and that the Post is a bona fide organization of the United States of America, and that the Post is a bona fide organization of the United States of America, and that the Post is a bona fide organization of the United States of America.

Post Quartermaster (QA) Name	Signed _____	Trustee
(QA) Address	Signed _____	Trustee
(QA) City, State, Zip Code	Signed _____	Trustee

This is to certify that the Office of the Quartermaster is located at (Post name and address) and that the Post is a bona fide organization of the United States of America.

Signed _____
Commander

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IN REVIEW

- The Post must maintain a Relief Fund (Section 219)
- Column 13, Ending Balance shall not be a negative number
- Double check your math
- The General Checking Fund is not your General Fund
- If you keep cash on hand, it should be noted in FUNDS
- You must submit an audit with the appropriate signatures

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QUESTIONS



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