

**DEPARTMENT TREASURERS' INFORMATION  
SUGGESTED AUDIT REPORT FORM FOR DEPARTMENTS**

**AUDIT FOR THE PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_**

**ROLL FORWARD BY FUND PER BOOKS**

**CASH AND INVESTMENTS ON HAND  
(FOR ALL FUNDS)**

**GENERAL FUND - CASH & INVESTMENTS**

Balance Last Audit \$  
+ Receipts  
- Disbursements  
Balance this Audit \$ - (A)

**CHECKING ACCOUNT**

Balance per Bank Statement \$  
+ Deposits in Transit (attach list)  
- Outstanding Checks (attach list)  
+ Interest  
- Bank Service Charges  
Other Reconciling Items  
Balance per Books \$ - (B)

**DUES RESERVE FUND:**

Balance Last Audit \$  
+ Receipts  
- Disbursements  
Balance this Audit \$ - (A)

**PASS THROUGH FUND:**

**CANCER AID & RESEARCH**

Balance Last Audit \$  
+ Receipts  
- Disbursements  
Balance this Audit \$ - (A)

**SAVINGS ACCOUNT**

Balance Last Audit \$  
+ Deposits  
- Withdrawals  
+ Interest  
Balance this Audit \$ - (B)

**RESTRICTED FUNDS:**

**HOSPITAL FUND**

Balance Last Audit \$  
+ Receipts  
- Disbursements  
Balance this Audit \$ - (A)

**INVESTMENTS (attach list)**

(e.g. Certificates of Deposit,  
U.S. Treasury Bills/Notes, etc.)  
Balance Last Audit \$  
+ Purchases  
- Maturities  
Balance this Audit \$ - (B)

**DEPARTMENT CONVENTION FUND**

Balance Last Audit \$  
+ Receipts  
- Disbursements  
Balance this Audit \$ - (A)

**TOTAL ALL FUNDS**

\$ - (A's)  
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**TOTAL CASH & INVESTMENTS**

\$ - (B's)  
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Note: Totals of the two columns must agree.

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*We certify that we have audited the Department's books including the books of the VAVS Representatives for the period referenced above and have found them to be correct.*

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

initials / date