

**DEPARTMENT TREASURERS' INFORMATION  
SUGGESTED MONTH-END TRIAL BALANCE FORMAT**

**VFW AUXILIARY  
DEPARTMENT OF \_\_\_\_\_  
MONTH-END TRIAL BALANCE  
JUNE 30, 20XY**

<b><u>Account Number</u></b>	<b><u>Account Description</u></b>	<b><u>Debit Balance</u></b>	<b><u>Credit Balance</u></b>
1010	Cash - Checking Account	\$636.00	
1020	Cash - Savings Account	2,100.00	
1100	Investments	25,000.00	
1200	Accounts Receivable	0.00	
1300	Furniture, Fixtures and Equipment	5,600.00	
1310	Accumulated Depreciation - Furniture, Fixtures & Equip.		\$3,360.00
2100	Accounts Payable		1,852.00
2200	Deferred Revenue - 20XY Dues Reserve		19,600.00
3000	Net Assets		6,156.42
4100	20XX Department Dues Income from Dues Reserve		19,500.00
4110	20XY Department Dues Income		19,600.00
4200	Interest Income on Checking Account		878.50
4210	Interest Income on Investments		3,125.00
4300	Commissions from National Supply Department		385.00
4400	Awards from National		450.00
4600	Other Income		1,690.00
5110	Dept. Pres. - Official Travel	3,890.00	
5120	Dept. Pres. - Telephone	252.00	
5130	Dept. Pres. - Printing, Stationery & Office Supplies	127.00	
5140	Dept. Pres. - Postage	220.00	
5150	Dept. Pres. - National Convention	756.75	
5151	Dept. Pres. - National President's Homecoming	568.00	
5152	Dept. Pres. - Conference Meeting	472.00	
5153	Dept. Pres. - National Mid-Year Conference	435.67	
5154	Dept. Pres. - Department Convention	3.00	
5160	Dept. Pres. - Department President's Pin	50.00	
5190	Dept. Pres. - Miscellaneous	187.50	
5200	Dept. Sec. - Salary & Payroll Taxes	5,000.00	
5210	Dept. Sec. - Travel	522.00	
5220	Dept. Sec. - Telephone	475.00	
5230	Dept. Sec. - Printing, Stationery & Office Supplies	1,862.00	
5240	Dept. Sec. - Postage	856.00	
5250	Dept. Sec. - Equipment Rental & Maintenance	882.00	
5260	Dept. Sec. - Rent	1,500.00	
5290	Dept. Sec. - Miscellaneous	463.00	

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5300	Dept. Treas. - Salary & Payroll Taxes	5,000.00	
5310	Dept. Treas. - Travel	545.00	
5320	Dept. Treas. - Telephone	468.00	
5330	Dept. Treas. - Printing, Stationery & Office Supplies	770.00	
5340	Dept. Treas. - Postage	1,125.00	
5360	Dept. Treas. - Rent	1,500.00	
5370	Dept. Treas. - Bond	75.00	
5380	Dept. Treas. - Auditing	990.00	
5390	Dept. Treas. - Miscellaneous	88.00	
5410	Chief of Staff & Extension - Travel	575.00	
5420	Chief of Staff & Extension - Telephone	88.00	
5440	Chief of Staff & Extension - Postage	67.00	
5490	Chief of Staff & Extension - Miscellaneous	22.00	
5510	Council of Administration - Travel	3,875.00	
5590	Council of Administration - Miscellaneous	52.00	
5600	Dist. Pres. - Travel for Inspection of Auxiliaries	2,894.00	
5601	Promotion of Programs - Chairmen's Supplies & Postage	1,985.00	
5602	Promotion of Programs - Awards	3,000.00	
5603	National President's Visit	640.00	
5604	Greetings to other Organizations	75.00	
5605	Flowers & Gifts	145.00	
5606	Conference Dues	100.00	
5607	Property Insurance	200.00	
5608	Officers' Travel Insurance	175.00	
5609	Contingent Expenses	285.00	
	TOTALS	<u>\$76,596.92</u>	<u>\$76,596.92</u>

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