QUARTERMASTER'S

DETAIL OF RECEIPTS AND DISBURSEMENTS

For Period of 9/1/2026 to 9/30/2026 20 26 Post No. 4575 Meeting of 10/19/2026

RECEIPT NO.	RECEIPTS (DETAIL EACH)			VOUCHER NO.	DISBURSEMENTS (DETAIL EACH)		
	Flag Fund	$ 140			Extra Space Storage	$ 102	
	Refund - (District - IRS Fix - Wrong From)	$ 275			Adobe (Cancelled 10.1.2026)	$ 33	
	Sat. Farmers Market Donations - 9.26.26	$ 53			Google Workspace (Monthly)	$ 11	
	Overdraft Refunds	$ 120			Google Workspace - Data Storage (Monthly)	$ 18	
	Life Member Payout	$ 873			Amazon - Air Cond. - Josh Morley (refund Oct. 26th)	$ 289	
	Zeffy - Flag Fund	$ 50			Warranty - Air Cond - lifetime (refund)	$ 91	
	Membership - Renewal - Christina Lawrence	$ 35			Transfer from savings to checking	$ 2,000	
	Interest - Savings	$ 3			Poppies (1500)	$ 476	
	Transfer from Savings to Checking	$ 2,000			Website Renewal (year)	$ 420	
					Amazon Store (American/State/POW Flags)	$ 71	
					District(Awards $200/Hosp. $202.50)*	$ 600	
					Fax Documents to IRS for District	$ 19	
					Monthly Meeting Pizza (Doordash)	81.16	
					Big B Cleaners - Tablecloth	$ 32	
					*District owes post 219.48		
					TOTAL DISBURSEMENTS	$ 4,275	$ 4,275
	TOTAL RECEIPTS	$ 3,51					

This is to certify that this report has been audited and found correct

TRUSTEES

STATEMENT OF FUNDS

DISTRIBUTION OF RECEIPTS, DISBURSEMENTS & CASH BALANCES

	CASH BALANCE LAST REPORT		RECEIPTS FOR THE PERIOD		DISBURSEMENTS FOR THE PERIOD		CASH BALANCE THIS PERIOD	
National and Department Dues	$ 0	00	$ 0	00	$ 0	00	$ 0	00
Admission Fees	$ 0	00	$ 0	00	$ 0	00	$ 0	00
Post General Fund	$ 475	76	$ 2,395	00	$ 1,203	00	$ 1,667	00
Post Relief Fund (See Sec. 219, Manual of Procedure)	$ 2,884	33	$ 243	00	$ 547	00	$ 2,580	33
Post Dues Reserve Fund (See Sec. 717, Manual of Procedure)	$ 74	04	$ 35	00	$ 0	00	$ 109	04
Post Home or Building Fund (Including Savings)	$ 70,345	04	$ 3	47	$ 2,000	00	$ 68,348	52
Post Canteen or Club Fund	$ 0	00	$ 0	00	$ 0	00	$ 0	00
Life Membership Fund	$ 0	00	$ 873	00	$ 0	00	$ 873	00
Other								
TOTALS	$ 73,779	17	$ 3,549	47	$ 3,750	00	$ 735,780	

The Above Statement of Funds must be completed by the Quartermaster and read at each meeting.

Forward original to your Adjutant, a copy to your Quartermaster and Trustee for their records.

INSTRUCTIONS

SECTION 218, MANUAL OF PROCEDURE provides:

That the books and records of the Quartermaster shall be uniform and shall be those prescribed by the National Headquarters; that they shall at all times be kept in a neat and efficient manner. The Inspector General, Department Inspectors and Deputies are charged with the responsibility of seeing that Posts comply with the requirements of this section.

1. This Detail of Receipts and Disbursements form is not intended to replace Uniform System of Post Records and Accounts. It is a form designed to assist Post Quartermasters in the listing of Receipts and Disbursements between and during Post meetings for the purpose of providing Post Trustees and the Post Adjutant with a continuous record of the financial operation of the Post.

2. All Receipts and Disbursements must be itemized in detail.

3. The form must be made out by the Post Quartermaster in three (3) copies.

4. When completed the original and triplicate (white and yellow) copies must be turned over to the Post Trustees for examination and audit.

5. (a) POST TRUSTEES must ascertain if all Receipts and Disbursements have been properly listed and that properly approved vouchers are in evidence to cover and authorize all disbursements.

   (b) They should satisfy themselves that the Receipts of the previous meeting have been properly deposited in the bank by examining either the bank passbook or receipted deposit slip.

   (c) They should require all checks to be signed by the Quartermaster or authorized representative, unless specified differently in the Post's ByLaws.

   (d) Upon examination and audit of the statement, if found to be correct, they should so certify by placing their signatures thereon.

   (e) The original should be returned to the Post Quartermaster in exchange for the duplicate or blue copy.

   (f) A copy should be given to the Post Adjutant so the information appearing thereon may be included in the minutes of the meeting.

   (g) A copy should be retained by the Trustees to verify and assist them in their quarterly Audit of the Quartermaster's books.

6. Section No. 218 of the National By-Laws mandates Post Trustees to make quarterly audits of certain records and to submit proper reports thereof. Any negligence on their part in complying with the law will make them (Trustees) individually and collectively liable for any loss, the Post may suffer. Although the Trustees may not actually misuse Post funds they do become, in case of loss, accessory to the act by reason of not performing their duties as prescribed by law and in accordance with their obligation. Bear in mind that bonding company liability is contingent upon the proper compliance with our By-Laws by Post Officers.

7. More efficient, capable and loyal Post Trustees will reduce the number of claims to the bonding company.

8. An honest, accountable officer never has to be forced to render a report and always welcomes an inspection of his records.