

Department of Michigan Auxiliary to the Veterans of Foreign Wars

924 N Washington Ave.

Lansing, MI 48906-5136

Written Report of Chairmen Handling Auxiliary Funds

Every Auxiliary Chairman who handles Auxiliary funds must make a written report of receipts and expenditures. The report ***must be read on the Auxiliary floor*** at a meeting immediately following the fund raising event. The report ***with receipted bills attached*** must be audited by the Trustees and turned over to the Secretary to be recorded in the minutes. A duplicate copy should be kept in the chairman's notebook.

Event: _____ Date of Event: _____

Amount advanced by the Auxiliary (if any) _____

Receipts: (list)

Total Receipts _____

Disbursements: (list expenses and attach paid bills)

Total Disbursements _____

Profit _____

Amount turned over to the Treasurer (return of working fund & profit) _____

Chairman's signature:

Trustees:

Audited Date: _____
