

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h1>AUDIT AND BUDGET REPORT</h1>	To be completed in conjunction with Annual Unit Evaluation
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1. UNIT INFORMATION		
1a. Unit Name	1b. Calendar Year of Audit	
1c. Drill Location	1d. Sponsoring Organization	

2. INCOME	SUBTOTALS	TOTALS
2a. Beginning Balance (Existing balance in unit account as of 01 January.)	\$	
2b. Sponsoring Organization Contributions	\$	
2c. Other Charitable Contributions – Specify:	\$	
2d. Enrollment Fees Collected from Members	\$	
2e. Training Fees Collected from Members	\$	
2f. Other Income – Specify:	\$	
2g. INCOME TOTAL		

3. EXPENSES		
3a. Administration and Office Supplies	\$	
3b. Banking Fees	\$	
3c. Enrollment Fees to National Headquarters	\$	
3d. Messing and Berthing	\$	
3e. Postage	\$	
3f. Training Fees and Deposits to Contingents	\$	
3g. Transportation and Fuel	\$	
3h. Uniforms and Insignia	\$	
3i. Unit Operations and Facilities	\$	
3j. Other Expense – Specify:	\$	
3k. EXPENSE TOTAL		

4. ENDING BALANCE AS OF 31 DECEMBER (Income minus Expenses)	\$
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5. ASSETS		
5a. Cash on Hand (Checking Account and Petty Cash) as of 31 December	\$	
5b. Purchased Uniforms and Insignia Value	\$	
5c. Other – Specify:	\$	
5d. ASSETS TOTAL		\$

6. LIABILITIES		
6a. Uniform Deposits	\$	
6b. Outstanding Uniform Invoices to NHQ	\$	
6c. Other – Specify:	\$	
6d. LIABILITIES TOTAL		\$

7. TOTAL OF AUDIT AS OF 31 DECEMBER (Assets minus Liabilities)	\$
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8. ENDORSEMENT OF AUDIT		
8a. Name and Rank (Print or Type)	8b. Signature	8c. Date (DD MMM YY)

AUDIT AND BUDGET REPORT

9. ANTICIPATED INCOME		
9a. Sponsoring Organizations Contributions	\$	
9b. Other Charitable Contributions – Specify:	\$	
9c. Enrollment Fees Collected from Members	\$	
9d. Training Fees Collected from Members	\$	
9e. Other – Specify:	\$	
9f. ANTICIPATED INCOME TOTAL		
10. ANTICIPATED EXPENSES		
10a. Administration and Office Supplies	\$	
10b. Banking Fees	\$	
10c. Enrollment Fees to National Headquarters	\$	
10d. Messing and Berthing	\$	
10e. Postage	\$	
10f. Training Fees and Deposits to Contingents	\$	
10g. Transportation and Fuel	\$	
10h. Uniforms and Insignia	\$	
10i. Unit Operations and Facilities	\$	
10j. Other Expense – Specify:	\$	
10k. ANTICIPATED EXPENSES TOTAL		\$
11. REMARKS		
11a. List any remarks and/or comments regarding Unit Audit of Anticipated Budget.		
12. ENDORESMENTS		
12a. Full Name and Rank of Person Submitting Budget (Print or Type)	12b. Signature	12c. Date (DD MMM YY)