

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

| POST NO. | CHARTERED LOCATION (CITY & STATE) | DISTRICT NO. | DEPARTMENT | INSPECTION DATE |
|---|-----------------------------------|--------------|------------|-----------------|
| 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| a) Date reviewed by the Commander-in-Chief: _____ | | | | |
| 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| a) Date reviewed by the Commander-in-Chief: _____ | | | | |
| b) Date filed with appropriate state officials: _____ | | | | |
| c) Name of incorporated unit: _____ | | | | |
| d) Registered Agent of Record: _____ Last updated: _____ | | | | |
| 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| 5) Does the Post Adjutant..... <input type="checkbox"/> | | | | |
| a) Maintain books and records in a legible and uniform format?..... <input type="checkbox"/> | | | | |
| b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... <input type="checkbox"/> | | | | |
| c) Maintain a file of meeting minutes after correction and approval?..... <input type="checkbox"/> | | | | |
| d) Maintain a file of current orders or circulars issued from higher authority?..... <input type="checkbox"/> | | | | |
| e) Maintain a correspondence file?..... <input type="checkbox"/> | | | | |
| f) Maintain a file containing proof of eligibility submitted by officers?..... <input type="checkbox"/> | | | | |
| g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?..... <input type="checkbox"/> | | | | |
| 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?..... <input type="checkbox"/> | | | | |
| 7) Does the Post hold at least one meeting per month with a quorum present?..... <input type="checkbox"/> | | | | |
| 8) Are all committees reporting to the membership at Post meetings?..... <input type="checkbox"/> | | | | |
| 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?..... <input type="checkbox"/> | | | | |
| a) Date of last submission: _____ | | | | |
| 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| 11) Does the Post have an Auxiliary?..... <input type="checkbox"/> | | | | |
| a) Is there proper cooperation between the Post and its Auxiliary unit?..... <input type="checkbox"/> | | | | |
| 12) Does the Post distribute Buddy Poppies?..... <input type="checkbox"/> | | | | |
| a) Date of last distribution: _____ | | | | |
| 13) Does the Post have a membership committee?..... <input type="checkbox"/> | | | | |
| a) Does the Post have a viable recruiting and retention plan?..... <input type="checkbox"/> | | | | |
| 14) Do the elected Trustees review the monthly report of receipts and expenditures?..... <input type="checkbox"/> | | | | |
| 15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?..... <input type="checkbox"/> | | | | |
| a) Date of last quarterly audit: _____ | | | | |
| 16) Post funds:..... <input type="checkbox"/> | | | | |
| a) Balance of all checking accounts \$ _____ | | | | |
| b) Balance of all savings accounts \$ _____ | | | | |
| c) Balance of all CD and bond accounts \$ _____ | | | | |
| d) All other account types \$ _____ | | | | |
| e) Total of all accounts \$ _____ 0.00 | | | | |
| f) Amount of Quartermaster Bond \$ _____ | | | | |
| g) Do all account ledger balances match the balance of reconciled bank statements?..... <input type="checkbox"/> | | | | |
| h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)?..... <input type="checkbox"/> | | | | |
| 17) Name of bonding company: _____ Expiration date of bond: _____ | | | | |
| 18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| 19) Does the Post Quartermaster..... <input type="checkbox"/> | | | | |
| a) Maintain books and records in a legible and uniform format?..... <input type="checkbox"/> | | | | |
| b) Receive and properly transmit membership dues as required?..... <input type="checkbox"/> | | | | |
| c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| d) Have care and custody of all committee funds?..... <input type="checkbox"/> | | | | |
| e) Report on transactions concerning receipts and expenditures at Post meetings?..... <input type="checkbox"/> | | | | |
| f) File appropriate forms as required by federal, state and local statutes?..... <input type="checkbox"/> | | | | |
| g) Date of last 990 filing: _____ k) Is the 990 filing available for public inspection?..... <input type="checkbox"/> | | | | |
| 20) Post Federal Employee Identification Number (EIN): _____ | | | | |
| 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... <input type="checkbox"/> | | | | |
| 22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?..... <input type="checkbox"/> | | | | |
| 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?..... <input type="checkbox"/> | | | | |
| 24) Are checks pre-signed by any authorized officer?..... <input type="checkbox"/> | | | | |
| 25) Does the Post own real property?..... <input type="checkbox"/> | | | | |
| a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____ | | | | |
| b) Title Holder: _____ | | | | |
| 26) Does the Post carry all proper types of insurance?..... <input type="checkbox"/> | | | | |
| a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?..... <input type="checkbox"/> | | | | |
| 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... <input type="checkbox"/> | | | | |
| 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)..... <input type="checkbox"/> | | | | |

INSPECTOR COMMENTS:

POST COMMANDER: _____

PRINT AND SIGN

INSPECTOR: _____

PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD

VETERANS OF FOREIGN WARS OF THE UNITED STATES DISTRICT INSPECTION FORM

| | | |
|-------------------|-------------------|------------------------|
| DISTRICT # | DEPARTMENT | INSPECTION DATE |
|-------------------|-------------------|------------------------|

- 1) HAS THE DISTRICT ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BY-LAWS? YES NO
 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
- 2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS? YES NO
 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
 - b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____
 - c) NAME OF INCORPORATED UNIT: _____
- 3) NUMBER OF POSTS IN THE DISTRICT: _____
- 4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS? YES NO
- 5) DOES THE DISTRICT ADJUTANT...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO
 - b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL? YES NO
 - c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGHER AUTHORITY? YES NO
 - d) MAINTAIN A CORRESPONDENCE FILE? YES NO
 - e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS? YES NO
 - f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS? YES NO
- 6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BY-LAWS? YES NO
 - a) DATE OF LAST SCHOOL OF INSTRUCTION: _____
- 7) ARE ALL COMMITTEE REPORTS READ AT DISTRICT MEETINGS? YES NO
- 8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES? YES NO
 - a) DATE OF LAST REPORT SUBMISSION: _____
- 9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BY-LAWS? YES NO
- 10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS? YES NO
- 11) DOES THE DISTRICT HAVE AN AUXILIARY? YES NO
 - a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT AND ITS AUXILIARY UNIT? YES NO
- 12) DO THE TRUSTEES IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT? YES NO
 - a) DATE OF LAST AUDIT: _____
- 13) DISTRICT FUNDS:

| | |
|--|--|
| <ol style="list-style-type: none"> a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____ b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____ c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____ d) ALL OTHER ACCOUNT TYPES \$ _____ <li style="padding-left: 20px;">e) TOTAL OF ALL ACCOUNTS \$ _____ f) AMOUNT OF QUARTERMASTER BOND \$ _____ | <ol style="list-style-type: none"> g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--|--|
- 14) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____
- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS) YES NO
- 16) DOES THE DISTRICT QUARTERMASTER...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO
 - b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS? YES NO
 - c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS? YES NO
 - d) COLLECT ANNUAL DISTRICT DUES? YES NO
 - e) AMOUNT PER MEMBER PER POST: _____
 - f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES? YES NO
 - g) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION? YES NO
- 17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BY-LAWS? YES NO
- 18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER? YES NO
- 19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BY-LAWS) AND APPROVED BY THE DISTRICT COMMANDER? YES NO
- 20) DOES THE DISTRICT OWN REAL PROPERTY? YES NO
 - a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____
 - b) TITLE HOLDER: _____
- 21) DOES THE DISTRICT CARRY ALL PROPER TYPES OF INSURANCE? YES NO
 - a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S? YES NO
- 22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY? YES NO
- 23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

DISTRICT COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the District Commander and Department Inspector and set forth therein any constructive criticism and recommendations.
 MAINTAIN IN DISTRICT FILE AS A PERMANENT RECORD