

PREPARING FOR INSPECTION



VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

| POST # | QUARTERED LOCATION (CITY & STATE) | DISTRICT # | DEPARTMENT | INSPECTION DATE |
|---|-----------------------------------|------------|------------|-----------------|
| 1) HAS THE POST ADDITIONAL ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 202 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____ | | | | |
| 2) IS THE POST 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) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 216 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| 4) ARE POST DELEGATES ELECTED IN ACCORDANCE WITH SECTION 222 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| 5) DOES THE POST ADJUTANT... YES NO | | | | |
| a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO | | | | |
| b) MAINTAIN A FILE CONTAINING A COPY OF THE ORIGINAL APPLICATION OF EVERY MEMBER ADMITTED TO THE POST? YES NO | | | | |
| c) MAINTAIN A FILE OF MEETING MINUTES AFTER CORRECTION AND APPROVAL? YES NO | | | | |
| d) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGH AUTHORITY? YES NO | | | | |
| e) MAINTAIN A CORRESPONDENCE FILE? YES NO | | | | |
| f) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS? YES NO | | | | |
| g) MAINTAIN A CURRENT COPY OF DEPARTMENT AND NATIONAL BY-LAWS? YES NO | | | | |
| 6) ARE APPLICATIONS FOR NEW, REINSTATED, AND TRANSFERRING MEMBERS READ AND VOTED ON FOR APPROVAL? YES NO | | | | |
| 7) DOES THE POST HOLD AT LEAST ONE MEETING PER MONTH? YES NO | | | | |
| 8) ARE ALL COMMITTEE REPORTS READ AT POST MEETINGS? YES NO | | | | |
| 9) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES? YES NO | | | | |
| a) DATE OF LAST REPORT SUBMISSION: _____ | | | | |
| 10) DOES THE POST OBSERVE COMMEMORATIVE DATES, AS PRESCRIBED IN THE MANUAL OF PROCEDURE? YES NO | | | | |
| 11) DOES THE POST HAVE AN AUXILIARY? (MEN'S OR LADIES) YES NO | | | | |
| a) IS THERE PROPER COOPERATION BETWEEN THE POST AND ITS AUXILIARY UNIT(S)? YES NO | | | | |
| 12) DOES THE POST DISTRIBUTE BUDDY POPPIES? YES NO | | | | |
| a) DATE OF LAST DISTRIBUTION: _____ | | | | |
| 13) DOES THE POST HAVE A MEMBERSHIP COMMITTEE? YES NO | | | | |
| a) ARE ALL POST MEMBERS ENCOURAGED TO PARTICIPATE IN RECRUITING EFFORTS? YES NO | | | | |
| 14) DO THE TRUSTEES REVIEW THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES? YES NO | | | | |
| 15) DO THE 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? YES NO | | | | |
| a) DATE OF LAST QUARTERLY AUDIT: _____ | | | | |
| 16) POST FUNDS: YES NO | | | | |
| a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____ | | | | |
| b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____ | | | | |
| c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____ | | | | |
| d) ALL OTHER ACCOUNT TYPES \$ _____ | | | | |
| e) TOTAL OF ALL ACCOUNTS \$ _____ | | | | |
| f) AMOUNT OF QUARTERMASTER BOND \$ _____ | | | | |
| g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? YES NO | | | | |
| h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? YES NO | | | | |
| 17) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____ | | | | |
| 18) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS) YES NO | | | | |
| 19) DOES THE POST QUARTERMASTER... YES NO | | | | |
| a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO | | | | |
| b) RECEIVE AND PROPERLY TRANSMIT MEMBERSHIP DUES AS REQUIRED? YES NO | | | | |
| c) MAINTAIN A DUES RESERVE FUND IN ACCORDANCE WITH SECTION 717 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| d) DOES THIS DUES RESERVE FUND REFLECT PAYMENT OF ANNUAL AND LIFE MEMBERS? YES NO | | | | |
| e) DATE DUES RESERVE FUND LAST TRANSFERRED TO GENERAL FUND: _____ | | | | |
| f) MAINTAIN A RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| g) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS? YES NO | | | | |
| h) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT POST MEETINGS? YES NO | | | | |
| i) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUTES? YES NO | | | | |
| j) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION? YES NO | | | | |
| 20) ARE ALL EXPENDITURES VOTED ON BY THE POST MEMBERSHIP AND APPROVED BY THE POST COMMANDER? YES NO | | | | |
| 21) ARE EXPENDITURES FROM RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS? YES NO | | | | |
| 22) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH POST BY-LAWS? YES NO | | | | |
| 23) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER? YES NO | | | | |
| 24) DOES THE POST OWN REAL PROPERTY? YES NO | | | | |
| a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____ | | | | |
| b) TITLE HOLDER: _____ | | | | |
| 25) DOES THE POST CARRY ALL PROPER TYPES OF INSURANCE? YES NO | | | | |
| a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S? YES NO | | | | |
| 26) DOES THE POST RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY? YES NO | | | | |
| 27) POST FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____ | | | | |
| 28) DOES THE POST OPERATE A CANTEN OR OTHER STATE LICENSED ENTITY? (DEPARTMENT INSPECTION FORM REQUIRED) YES NO | | | | |

INSPECTOR COMMENTS (INCLUDE EXPLANATIONS OF ALL "NO" ANSWERS):

PREPARING FOR INSPECTION

Create an inspection binder containing the following:

1. Post By-Laws – with approval stamp from National
2. Incorporation papers – with approval stamp from National
3. Post Election Report & Officer's Proof of Eligibility
4. Post Meeting Minutes for the previous 12 months
5. Evidence of report filing – obtainable from the Department website
6. Last four audit reports
7. Proof of Quartermaster Bond
8. Evidence of Form 990 filing
9. Evidence of Insurance

PREPARING FOR INSPECTION

Have Available:

1. Ledger Book or printout from the past 12 months
2. Checkbooks for all checking accounts
3. Paperwork that substantiates expenditures
4. Employee Identification Number (EIN)
5. Current copy of National & Department By-Laws

PREPARING FOR INSPECTION

Among the things the inspector will check are:

1. That all expenditures are documented and substantiated
2. That checks are not pre-signed
3. Funds are established and maintained in accordance with National By-Laws
4. The Quartermaster maintains proper accounting methods
5. The Quartermaster & all persons that handle funds are adequately bonded
6. Adequate records are maintained by the Post Adjutant
7. Reports are filed in a timely manner
8. Meetings are conducted in accordance with National By-Laws
9. The Post is participating in VFW programs at the local level
10. The Post is properly insured and both Department and National are named as additional insureds