

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM WORKSHEET

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
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- 1) Are organizational By-Laws readily available to Post members?..... YES NO
 - a) Has the Post adopted by-laws in accordance with Section 202 of the National By-Laws?..... YES NO
 - b) 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) Name of incorporated unit: _____
 - b) Date reviewed by the Commander-in-Chief: _____
 - c) Date filed with appropriate state agency (e.g., Secretary of State): _____
 - d) Has the name and contact information of the registered agent been updated with appropriate state agency?..... YES NO
- 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...
 - 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 into 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 higher 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) Do committee chairmen summarize their activities during meetings and allow for comments and discussion from the membership?..... YES NO
- 9) Are Post program accomplishments reported in accordance with Department By-Laws and/or guidelines?..... YES NO
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National By-Laws?..... 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 an effective membership recruiting and retention program?..... YES NO
- 14) Do the elected trustees review the monthly report of receipts and expenditures?..... YES NO
- 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?..... YES NO
 - a) Date of last trustees report of audit: _____
- 16) Post funds:

<ol style="list-style-type: none"> 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..... \$ _____ 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 the total of all accounts (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO
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- 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 By-Laws?..... YES NO
- 19) Does the Post quartermaster...
 - 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 the 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 219 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 990 filing: _____
 - k) Is the 990 filing available for public inspection?..... YES NO
- 20) Post Federal Employer Identification Number (EIN): _____
- 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... YES NO
- 22) Are expenditures from the relief fund in accordance with Section 219 of the National By-Laws?..... YES NO
- 23) Are signatures authorizing the disbursement of funds done in accordance with Post By-Laws?..... YES NO
- 24) Are checks pre-signed by any authorized officer?..... YES NO
- 25) Does the Post own real property?..... YES NO
 - a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____
 - b) Title Holder: _____
- 26) Does the Post carry all proper types of insurance?..... YES NO
 - a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insured's?..... YES NO
- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... YES NO
- 28) Does the Post operate a clubroom/canteen or other state licensed entity such as Bingo? (Department Inspection Form Required)..... YES NO

INSPECTOR COMMENTS :
