

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DISTRICT INSPECTION FORM

DISTRICT #	DEPARTMENT	INSPECTION DATE
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- 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?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGHER AUTHORITY?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d) MAINTAIN A CORRESPONDENCE FILE?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS?.....	<input type="checkbox"/> YES	<input type="checkbox"/> 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 A LADIES 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:

a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____	g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO
b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____	
c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____	
d) ALL OTHER ACCOUNT TYPES \$ _____	
e) TOTAL OF ALL ACCOUNTS \$ _____	h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO
f) AMOUNT OF QUARTERMASTER BOND \$ _____	
- 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?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d) COLLECT ANNUAL DISTRICT DUES?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e) AMOUNT PER MEMBER PER POST: _____		
f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?.....	<input type="checkbox"/> YES	<input type="checkbox"/> 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