

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

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
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  - a) Has the Post adopted by-laws in accordance with Section 202 of the National By-Laws?..... 

YES	NO
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  - 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
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  - 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
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- 3) Are all officer positions filled as prescribed in Section 216 of the National By-Laws?..... 

YES	NO
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- 4) Are Post delegates elected in accordance with Section 222 of the National By-Laws?..... 

YES	NO
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- 5) Does the Post adjutant...
  - a) Maintain books and records in a legible and uniform format?..... 

YES	NO
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  - b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... 

YES	NO
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  - c) Maintain a file of meeting minutes after correction and approval?..... 

YES	NO
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  - d) Maintain a file of current orders or circulars issued from higher authority?..... 

YES	NO
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  - e) Maintain a correspondence file?..... 

YES	NO
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  - f) Maintain a file containing proof of eligibility submitted by officers?..... 

YES	NO
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  - g) Maintain a current copy of Department and National By-Laws?..... 

YES	NO
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- 6) Are applications for new, reinstated and transferring members read and voted on for approval?..... 

YES	NO
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- 7) Does the Post hold at least one meeting per month?..... 

YES	NO
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- 8) Do committee chairmen summarize their activities during meetings and allow for comments and discussion from the membership?..... 

YES	NO
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- 9) Are Post program accomplishments reported in accordance with Department By-Laws and/or guidelines?..... 

YES	NO
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- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National By-Laws?..... 

YES	NO
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- 11) Does the Post have an auxiliary (Men's or Ladies)?..... 

YES	NO
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  - a) Is there proper cooperation between the Post and its auxiliary unit(s)?..... 

YES	NO
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- 12) Does the Post distribute Buddy Poppies?..... 

YES	NO
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  - a) Date of last distribution: \_\_\_\_\_
- 13) Does the Post have an effective membership recruiting and retention program?..... 

YES	NO
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- 14) Do the elected trustees review the monthly report of receipts and expenditures?..... 

YES	NO
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- 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
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  - a) Date of last trustees report of audit: \_\_\_\_\_
- 16) Post funds:
 

<ol style="list-style-type: none"> <li>a) Balance of all checking accounts..... \$ _____</li> <li>b) Balance of all savings accounts..... \$ _____</li> <li>c) Balance of all CD and bond accounts..... \$ _____</li> <li>d) All other account types..... \$ _____</li> <li>e) Total of all accounts..... \$ _____</li> <li>f) Amount of quartermaster bond..... \$ _____</li> </ol>	<ol style="list-style-type: none"> <li>g) Do all account ledger balances match the balance of reconciled bank statements? <table border="1" style="float: right; border-collapse: collapse;"><tr><td style="width: 30px;">YES</td><td style="width: 30px;">NO</td></tr></table></li> <li>h) Is the quartermaster bond (f) greater than the total of all accounts (e)? <table border="1" style="float: right; border-collapse: collapse;"><tr><td style="width: 30px;">YES</td><td style="width: 30px;">NO</td></tr></table></li> </ol>	YES	NO	YES	NO
YES	NO				
YES	NO				
- 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
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- 19) Does the Post quartermaster...
  - a) Maintain books and records in a legible and uniform format?..... 

YES	NO
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  - b) Receive and properly transmit membership dues as required?..... 

YES	NO
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  - c) Maintain a dues reserve fund in accordance with Section 717 of the National By-Laws?..... 

YES	NO
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  - d) Does the dues reserve fund reflect payment of annual and life members?..... 

YES	NO
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  - 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
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  - g) Have care and custody of all committee funds?..... 

YES	NO
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  - h) Report on transactions concerning receipts and expenditures at Post meetings?..... 

YES	NO
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  - i) File appropriate forms as required by federal, state and local statutes?..... 

YES	NO
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  - j) Date of last 990 filing: \_\_\_\_\_ k) Is the 990 filing available for public inspection?..... 

YES	NO
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- 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
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- 22) Are expenditures from the relief fund in accordance with Section 219 of the National By-Laws?..... 

YES	NO
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- 23) Are signatures authorizing the disbursement of funds done in accordance with Post By-Laws?..... 

YES	NO
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- 24) Are checks pre-signed by any authorized officer?..... 

YES	NO
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- 25) Does the Post own real property?..... 

YES	NO
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  - a) Appraised Value: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_
  - b) Title Holder: \_\_\_\_\_
- 26) Does the Post carry all proper types of insurance?..... 

YES	NO
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  - a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insured's?..... 

YES	NO
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- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... 

YES	NO
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- 28) Does the Post operate a clubroom/canteen or other state licensed entity such as Bingo? (Department Inspection Form Required)..... 

YES	NO
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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**