

# 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) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?  YES  NO
  - a) Date reviewed by the Commander-in-Chief: \_\_\_\_\_
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?  YES  NO
  - 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?  YES  NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?  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 Post, District (if applicable), Department and National Bylaws?  YES  NO
- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?  YES  NO
- 7) Does the Post hold at least one meeting per month with a quorum present?  YES  NO
- 8) Are all committees reporting to the membership at Post meetings?  YES  NO
- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?  YES  NO
  - a) Date of last submission: \_\_\_\_\_
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?  YES  NO
- 11) Does the Post have an Auxiliary?  YES  NO
  - a) Is there proper cooperation between the Post and its Auxiliary unit?  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) Does the Post have a viable recruiting and retention plan?  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 quarterly 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 style="padding-left: 40px;">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? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> <li>h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> </ol>
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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 Bylaws?  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 relief fund in accordance with Section 219 of the National Bylaws?  YES  NO
  - d) Have care and custody of all committee funds?  YES  NO
  - e) Report on transactions concerning receipts and expenditures at Post meetings?  YES  NO
  - f) File appropriate forms as required by federal, state and local statutes?  YES  NO
  - g) Date of last 990 filing: \_\_\_\_\_ h) Is the 990 filing available for public inspection?  YES  NO
- 20) Post Federal Employee 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 Bylaws?  YES  NO
- 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?  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 insureds?  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?(Department Inspection Form May Be Required)  YES  NO

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**