



VFW DEPARTMENT OF CALIFORNIA SUPPLEMENTAL INSPECTION REPORT FORM CONTROL OF UNITS

Post: _____ **District:** _____ **Date:** _____

	YES	NO
Additional State Documentation		
1. Whenever there is an election of new corporate officers or at least every two years from the date of incorporation, a Statement of Information Form (SI-100) is filed with the Secretary of State's Office?	<input type="checkbox"/>	<input type="checkbox"/>
2. If the Post is registered as a Public Benefit Corporation and/or sales are more than \$25,000 annually, has the Form RRF-1 been filed with the Federal 990 or CT-TR-1 attached with the Registry of Charitable Trusts and is it current?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the State FTB 199/199N been filed and is it current?	<input type="checkbox"/>	<input type="checkbox"/>
Bingo/Lotto		
1. Does the Post have Bingo or Lotto?	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, is the Chairman bonded?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the funds separated from the Post operation account?	<input type="checkbox"/>	<input type="checkbox"/>
Bar/Canteen		
1. Does the Post have a canteen or social club?	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, is the ABC Type 52 Veterans Club License current?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the health permit current?	<input type="checkbox"/>	<input type="checkbox"/>
4. If catering occurs in the club hall, is ABC Type 58 Catering License current?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the sales tax Form BOE-401 been filed and current?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the club have a manager?	<input type="checkbox"/>	<input type="checkbox"/>
7. If yes, is the manager bonded?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the Post have liquor liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have all servers successfully completed the Responsible Beverage Server training?	<input type="checkbox"/>	<input type="checkbox"/>
Employees		
1. Does the Post have paid employees?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there Form I-9s and W4s filed for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has EDD Form DE-9 been filed and is current?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has EDD Form DE-9C been filed and is current?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has Federal Form 940 been filed and is current?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has Federal Form 941 been filed and is current?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the Post carry Worker's Compensation Insurance?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all employees completed the State of California's mandatory annual sexual harassment training (Required if five (5) or more employees)?	<input type="checkbox"/>	<input type="checkbox"/>

POST COMMANDER:

INSPECTOR:

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.

COPY 1 – Department COPY 2 – District COPY 3 – Post