
DEPARTMENT DEPUTY INSPECTOR GUIDE

Veterans of Foreign Wars, Department of California

INFORMATION FOR POST INSPECTIONS

The Post Inspection form and VFWCA supplemental form will be used for all Post Inspections. The Deputy Inspector will have hands and eyes on required documents.

SOME "DON'T'S" FOR INSPECTORS

At this time of year when newly appointed Department Inspectors are launching their inspection programs for the year, here are some pitfalls that need to be avoided by Deputy Inspectors.

The Deputy Inspector's job is one of importance and dignity. It can be kept that way only if the Deputy understands what not to do as well as what to do. Listed below are a few of the "DON'TS":

1. DON'T walk into a Post meeting unannounced and demand the immediate cooperation of all Post officers in an inspection of the Post.
2. DON'T call a Post Commander two hours before his Post meeting convenes and tell him you will be there to inspect the Post. Make up a schedule well in advance and adhere to it as closely as possible, keeping all Posts advised of the date and time of the planned inspection.
3. DON'T assume that due notice to the Post Commander is entirely sufficient. It is also well to advise the Adjutant, Quartermaster and Trustees of the Post you intend to inspect.
4. DON'T make a "sloppy" inspection. The last person that should overlook rules, regulations and proper channeling of all matters should be the Inspector.
5. DON'T inspect the books and records of the Post Adjutant and Quartermaster during a Post meeting if it can be avoided. If these officers are doing the kind of job they should be doing for the Post, they cannot give the Inspector the attention necessary during the Post meeting. Much better results will be obtained if the inspection is made prior to or following the meeting.
6. DON'T assume the figures shown to you by the Adjutant, Quartermaster and other officers are correct without making some kind of test to determine their accuracy.
7. DON'T assume checking the books of the Post Quartermaster constitutes an inspection. Ritual and decorum are important attributes of a good Post meeting.
8. DON'T supply inaccurate answers to questions listed on the inspection form to make it look complete. If the required information was not available, or not obtained, do not "fake" the report.

9. DON'T publicly criticize or reprimand any Post officer. The Post officer does not have to take it, and you will do more harm than good. Diplomatically suggest needed corrections; compliment officers who are doing a respectable job.

10. DON'T make "off the cuff" rulings or decisions. Even the Commander-in-Chief must refer to the Bylaws to make official rulings.

11. DON'T accept a job as Deputy Inspector unless you are prepared to make a sincere effort to perform your duties. It is not necessary that you be letter perfect or have all the answers at your fingertips.

NON-PROFIT

1-1a National Bylaw sec 202 Post Shall adopt bylaws.

2-2a-d Section 708 provides information on incorporation. The corporation must register with the appropriate state, usually on an annual or bi-annual basis, or the incorporation will be inoperable and void. Prior to filing with the appropriate State office, the Articles of Incorporation must be submitted through channels for review by the Commander-In-Chief. The Secretary of State's date of signature must be dated after the Commander-In-Chief.

ADJUTANT

3. Election reports: Does yours match what they have? Are there any positions unfilled? If any elected positions are not filled, a new election must be held. Will remain a discrepancy until a new election report is filed.

4. Delegates and alternates for the District, Departments, and National Convention shall be elected at a regular meeting in April based on post strength of members that are in good standing. Election reports must be filled out and sent to department and national. Copies kept in binder. Delegate count should be 1 for every 30 members.

5a Maintain books and records in a legible and uniform format? This is a judgement call. However, if section 5 a-g takes more than 20 mins to get through I am leaning to no with a recommendation of building a binder.

5b Maintain a file containing a copy of the original application of every member admitted into the Post? This one would also be hard one to hammer on. However, in the last 12 to 16 months of meeting minutes pick a name and have them find the application.

5c Meeting minutes: at least the last 12 months.

5d-e Maintain a file of current orders or circulars issued from higher authority? Printed or digital is ok.

5f Post Adjutants are required to maintain a proof of eligibility file for all Post officers, as well as other duties as defined under Section 218, Manual of Procedure. See the file.

5g Current District, Department National Bylaws: Having old, outdated bylaws does not do anyone any good and breeds mistrust in the organization.

6. Are applications for membership reviewed, read, and voted on at Post meeting for approval? This is really three different documents that you would check over the course of this inspection. One at a time, *who reviews the membership applications?* Membership committee. You are looking for appointments and standing committees in the bylaws. (Document one is the committee appointment document also used to answer question 13) *How do you know that it*

has been reviewed? On the back of the pocket application or the bottom of the 8x11 application there are three spots for members of the committee to sign and mark recommend approve or not approve (application is document number two also used to answer 5b) How do we know that it was voted on at a post meeting for approval? The meeting minutes should list all members voted into the roles of the post (Document number three also used to answer 5c)

7 Does the Post hold at least one meeting per month with a quorum present? Unless otherwise stated in post by-laws a quorum is the four member and the commander. Roll call should be taken, or sign-in rosters attached.

8 Are the committees reporting to the membership at Post meetings? Should appear in the meeting minutes.

9 Are Community Service/Program (Activity) reports submitted in accordance with Dept. Bylaws and Program guidelines? Program Guides should be provided during School of Instruction. Reports must be made to the Department dashboard at www.VFWCA.org to receive credit.

COMMANDER

10 Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws? Dashboard will be used to report the observing of the commemorative dates.

11a Is there proper cooperation between the Post and its Auxiliary unit? Did the AUX provide the VFW with their last quarter audit and submit a list of fundraisers/events for the year for approval by the Post and was it reported in committee and or meeting min's? (fix would be District Commander and President signing a memo stating that they work together) Section 1101 and 1301 of the National by-law's formations of and controls of auxiliaries.

12-12a Does the Post distribute Buddy Poppies? Dashboard for dates

13 Does the Post have a membership committee? Membership committee appointed or elected as indicated in the by-laws or by the Commander. You are looking for appointments and standing committees in the bylaws.

14 Do the elected Trustees review the monthly report of receipts and expenditures? monthly reports signed by trustees.

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 operations by, for or on behalf of the Post?

Quartermaster

16a-h Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post

Quartermaster must be bonded in a sum equal to the liquid assets for which he/she is accountable and, to which he/she has access.

17 Verify bonding company and expiration date by viewing a copy of the certificate.

18 Are additional officers accountable for funds bonded with Section 703 of the National Bylaws? Questions to ask: Who is on the bank account? Who else can sign checks? Is there an assistant QM? Tell me about the flow of moneys through the post?

19 Maintain books and records in a legible and uniform format? This is a judgement call. However, if section 5 a-g takes more than 20 mins to get through I am leaning to no with a recommendation of building a binder.

19b Receive and properly transmit membership dues as required?

19c Maintain a relief fund in accordance with Section 219 of the National Bylaws?

19d Have care and custody of all committee funds?

19e Report on transactions concerning receipts and expenditures as Post meetings?

19f File appropriate forms as required by federal, state, and local statutes?

21 Are all expenditures voted on by the Post membership and approved by the Post Commander? Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post By-Laws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of Post monies.

22 Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws? Buddy Poppy distribution net receipts are to be credited to the Relief Fund only, Section 219 of the National By-Laws and used only as stated in Section 219 of the Manual of Procedure.

23 Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws? The National By-Laws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National By-laws. However, if the Post by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the Post By-law.

24 Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.

25a-b Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.

26 Does the Post carry all proper types of insurance? Requirement IAW by-laws is general liability minimum. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating in any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States, and the VFW Department of California. Verify by viewing policy(s).

27 Does the Post retain documents in accordance with the Department's Document Retention Policy? Copy of retention policy is on www.VFWCA.org pick an item and ask to see the file.

28 Does the Post operate a clubroom/canteen or other state licensed entity? If yes, this will require supplemental form Bar/Canteen.

Post Inspection Form

Post	Chartered Location (City & State)		District No
Required Supporting Documentation			
1) Has the post adopted Bylaws in accordance with Section 202 of the National Bylaws?			post by-laws signed by commander in chief
a) Date reviewed by the Commander-in-Chief?			stamp date
2) Is the Post Incorporated in accordance with Section 708 of the National Bylaws?			articles
a) Date reviewed by the Commander-in-Chief:			stamp date
b) Date filed with appropriate state officials:			stamp date (must be dated after CIC)
c) Name of incorporated unit:			articles of incorp
d) Registered Agent of Record:			SI-100 (can be pulled from SOS site)
Last updated:			update if CMD, QM, or ADJ change or restated every two years.
3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?			Election report
4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?			Election report
5) Does the Post Adjutant...			
a) Maintain books and records in a legible and uniform format?			Judgement call But having it in a binder is the right idea
b) Maintain a file containing a copy of the original application of every member admitted into the Post?			within the last year?
c) Maintain a file of meeting minutes after correction and approval?			How many months do we want to see?
d) Maintain a file of current orders or circulars issued from higher authority?			printed and or electronic
e) Maintain a correspondence file?			printed and or electronic
f) Maintain a file containing proof of eligibility submitted by officers?			dd 214, LES, assignment orders
g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?			printed
6) Are applicants for membership reviewed, read and voted on at Post meeting for approval?			meeting min's and signed by membership committee
7) Does the Post hold at least one meeting per month with a quorum present?			meeting min's / (no fix for this)
8) Are the committees reporting to the membership at Post meetings?			meeting min's
9) Are Community Service/Program (Activity) reports submitted in accordance with Dept. Bylaws and guidelines?			dashboard
a) Date of last submission:			dashboard
10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?			dashboard
11) Does the Post have an Auxiliary?			
a) Is there proper cooperation between the Post and its Auxiliary unit?			AUX / VFW support requested and reported on committee and or meeting min's (fix
12) Does the Post distribute Buddy Poppies?			dashboard
a) Date of last distribution:			dashboard
13) Does the Post have a membership committee?			Appointments Memo
a) Does the Post have a viable recruiting and retention plan?			Dash Board Report and or recruitment plan form
14) Do the elected Trustees review the monthly report of receipts and expenditures?			meeting min's
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 operations by, for or on behalf of the Post?			Quarterly audit
a) Date of last quarterly audit?			audit
16) Post funds:			
a) Balance of all checking accts:			monthly bank statement matching audit time line
b) Balance of all savings accounts:			monthly bank statement matching audit time line
c) Balance of all CD and bond accounts:			monthly bank statement matching audit time line
d) All other account types:			monthly bank statement matching audit time line
e) Total of all accounts			(Math)
f) Amount of Quartermaster Bond			bonding receipt statement and audit amount
g) Do all account ledger balances match the balance of reconciled bank statements?			(Yes or No)
h) Is the Qtr Bond (f) greater than the total of all accounts (e)?			(Yes or No)
17) Name of bonding company :			bonding receipt statement
Expiration Date of Bond			bonding receipt statement
18) Are additional officers accountable for funds bonded with Section 703 of the National Bylaws?			Questions: Who is on the bank account? Who else can sign checks? Is there an assistant QM? Tell me about the flow of moneys through the post?
19) Does the Post Quartermaster...			
a) Maintain books and records in a legible and uniform format?			Judgement call But having it in a binder is the right idea
b) Receive and properly transmit membership dues as required?			(flash to bang)
c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?			audit and it must have at least 1 dollar in it.
d) Have care and custody of all committee funds?			ask if not go back to question 18.
e) Report on transactions concerning receipts and expenditures as Post meetings?			meeting min's
f) File appropriate forms as required by federal, state and local statues?			Dashboard / state and fed tax sight / Meeting min's
g) Date of last 990 filing:			990 post card date
h) Is the 990 filing available for public inspection?			
20) Post Federal Identification Number (EIN):			taxes/ confirmed with secretary of state and IRS websites
21) Are all expenditures voted on by the Post membership and approved by the Post Commander?			meeting min's
22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?			Ask to see the ledger
23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?			post by-laws
24) Are checks pre-signed by any authorized officer?			better not be.... (look at check book)

25)	Does the Post own real property?			County tax assessment / deed?
	a) Appraised value			county tax assessment
	Monthly Payment:			mortgage note
	Amount Owed:			mortgage note
	b) Title Holder:			title documents
26)	Does the Post carry all proper types of insurance? Require by by-laws is general liability min.			insurance document
	a) Are both the Veterans of Foreign wars of the United States and Department named as additional insureds?			insurance document
27)	Does the Post retain documents in accordance with the Department's Document Retention Policy?			The VFW Retention policy on file (ask for one document with in policy)
28)	Does the Post operate a clubroom/canteen or other state licensed entity? (Department Inspection Form May be Required)			(Yes or No)

Inspector Comments:

POST INSPECTION SUPPLEMENTAL

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. Is this current? update if CMD, QM, or ADJ change or restated every two years.

Verified by www.sos.ca.gov

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? Two-part question 1. is the post a public or mutual benefit? www.oag.ca.gov/ Go to Resources/Tools and click on Registry Verification Search. Use either FEIN or C-Number, numbers only, click Search. Organization name and Registry Status appears. If Public, then it will tell you if they have filed their RRF-1 or CT-TR-1 if Mutual no action is required.

3. Has the State FTB 199/199N been filed and is it current? Validate on Franchise Tax Board (FTB) at www.ftb.ca.gov/ Type Exempt Organizations in Search Box/ Click on Charities and non-profits/ Scroll down to Entity Status Letter/ Click on Check Status/ Select Entity Number (or Entity Name) and click on it/ Click on the Entity Number/ Review the Status: Active/Suspended, Exempt/Not Exempt/ Click on Generate Letter to receive/retain the Status Letter.

BINGO / LOTTO (only if)

1 Does the Post have Bingo or Lotto?

2 If yes, is the Chairperson or Canteen Manager bonded? Verify bonding company and expiration date by viewing a copy of the certificate.

3 Are the funds separated from the Post operation account? It is no longer required to have separate bank accounts for lotto or other post activities. Only separate line items for accounting.

BAR / CANTEEN (Only if)

1 Does the Post have a canteen or social club?

2 If yes, is the ABC Type 52 Veterans Club License current? Not a strict requirement, but most Posts are. So why a Post pays more for not being one is something to ask more questions about. Some only sell beer during bingo.

3 Is the health permit current? If they sell beer or food, they require a health permit.

4 If catering occurs in the club hall, is ABC Type 58 Catering License current? Hall rentals should have a type 58 catering license. You can validate if the Post has Hall Rentals by looking at Post information on the election report.

5 Has the sales tax Form BOE-401 been filed and current? Ask to see the last quarterly receipt

6 Do they have a club/bar manager? This may push you into whether they have employees.

7 If yes, is the manager bonded? If not, how does he or she get the money bags and where do they put them at the end of the night?

8 Does the Post have liquor liability insurance? This is a must have if they sell any alcohol.

9 Have all servers successfully completed the Responsible Beverage Server training? Have the post print out the roster from ABC portal.

EMPLOYEES

1 Does the Post have paid employees?

2 Are there Form I-9s and W4s filed for each employee? Should have been submitted when hired.

3 Has EDD Form DE-9 been filed and current? Submitted quarterly.

4 Has EDD Form DE-9C been filed and current? Submitted quarterly.

5 Has Federal Form 940 been filed and current? Submitted annually, report FUTA taxes.

6 Has Federal Form 941 been filed and current? Submitted quarterly report income, social Security, Medicare tax withholdings.

7 Does the Post carry Worker's Compensation Insurance? California law requires that employers, including those in the construction industry, carry workers' compensation insurance, even if they have only one employee.

8 Have all employees completed the State of California's mandatory annual sexual harassment training (Required if five (5) or more employees)? California law requires all employers of 5 or more employees to provide training to its supervisory and nonsupervisory employees on sexual harassment and abusive conduct prevention. Every two years, nonsupervisory employees must receive at least one hour of training and supervisory employees must receive at least two hours of training. The training may be completed all at once or in segments if the applicable hourly total requirement is met. The law requires the training to include practical examples of harassment based on gender identity, gender expression, and sexual orientation. California Employer Requirements Employers must retain records of all employees' training for a minimum of two years. Employers must provide sexual harassment and abusive conduct prevention training to employees every two years. Employers must provide employees with a

poster or fact sheet developed by the Department regarding sexual harassment, or equivalent information.

SUPPLEMENTAL REQUIRED DOCUMENTS

Post	District	Date
Addition 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?		update if CMD, QM, or ADJ change or restated every two years.
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?		CA Secretary of state office verification tool
3 Has the State FTB 199/199N been filed and is it current?		Post card
Bingo/Lotto		
1 Does the Post have Bingo or Lotto?		(Yes or No)
2 If yes, is the Chairman or Canteen Manager bonded?		Bonding document for position
3 Are the funds separated from the Post operation account?		(Yes or No)
Bar / Canteen		
1 Does the Post have a canteen or social club?		(Yes or No)
2 If yes, is the ABC Type 52 Veterans Club License current?		ABC license
3 Is the health permit current?		health permit
4 If catering occurs in the club hall, is ABC Type 58 Catering License current?		ABC license
5 Has the sales tax Form BOE-401 been filed and current?		copy of form
6 Does the club have a manager?		(Yes or No)
7 If yes, is the manager bonded?		Bond document
8 Does the Post have liquor liability insurance?		insurance document
9 Have all servers successfully completed the Responsible Beverage Server training?		printed list of training personnel
Employees		
1 Does the Post have paid employees?		(Yes or No)
2 Are there Form I-9s and W4s filed for each employee?		document copies
3 Has EDD Form DE-9 been filed and is current?		document copies
4 Has EDD Form DE-9C been filed and is current?		document copies
5 Has Federal Form 940 been filed and is current?		document copies
6 Has Federal Form 941 been filed and is current?		document copies
7 Does the Post carry Worker's Compensation Insurance?		insurance document
8 Have all employees completed the State of California's mandatory annual sexual harassment training (Required if five (5) or more employees)?		training proof