



VETERANS OF FOREIGN WARS OF THE UNITED STATES

Post Inspection Report

DATE INSPECTED	POST NO.	DIST. NO.	LOCATION	STATE
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FINANCIAL & RECORD KEEPING

1. BALANCE OF ALL CHECKING ACCOUNTS \$	11. HAS IRS FORM 990 BEEN FILED DURING THE PAST 12 MONTHS? IF NO, EXPLAIN UNDER COMMENTS. <input type="checkbox"/> YES <input type="checkbox"/> NO	21. ARE ADJUTANT RECORDS CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. TOTAL INVESTED IN BONDS, CD'S, SAVINGS, BINGO FUNDS \$	12. DATE OF LAST FILING?	22. ARE QUARTERMASTER RECORDS CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
3. GRAND TOTAL (1+2) \$	13. HAS POST PAID REGISTRATION FEE FOR NATIONAL CONVENTIONS? CURRENT YEAR: <input type="checkbox"/> YES <input type="checkbox"/> NO PRIOR YEAR: <input type="checkbox"/> YES <input type="checkbox"/> NO	23. DOES BANK BALANCE RECONCILE WITH BOOK BALANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
4. AMOUNT OF QUARTERMASTER BOND \$	14. DOES POST QUARTERMASTER SEND DUES TRANSMITTAL TO DEPARTMENT AT LEAST ONCE PER MONTH? SKIP TO NO. 16 IF ON DIRECT DUES. <input type="checkbox"/> YES <input type="checkbox"/> NO	24. DOES POST HAVE POST HOME OR OTHER FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO VALUE \$ _____
5. IS #4 GREATER THAN #3? <input type="checkbox"/> YES <input type="checkbox"/> NO	15. DATE OF LAST TRANSMITTAL?	25. AMOUNT OWED ON HOME OR FACILITY? \$ _____
IF NO, BOND IS NOT SUFFICIENT	16. DOES POST USE VFW UNIFORM SYSTEM OF RECORDS AND ACCOUNTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	26. DOES POST HAVE LIABILITY INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
6. NAME OF BONDING COMPANY?	17. DO TRUSTEES AUDIT ALL QUARTERMASTER ACCOUNTS EACH QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO	27. ARE NATIONAL AND DEPARTMENT ADDITIONAL INSURERS? <input type="checkbox"/> YES <input type="checkbox"/> NO
7. EXPIRATION DATE OF BOND?	18. ARE BINGO AND OTHER SPECIAL FUNDS ALSO AUDITED? <input type="checkbox"/> YES <input type="checkbox"/> NO	28. DOES POST OPERATE A CLUB/CANTEEN? <input type="checkbox"/> YES <input type="checkbox"/> NO
8. ARE ALL CHECKS COUNTERSIGNED BY THE POST COMMANDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	19. DOES QUARTERMASTER MAINTAIN DUES RESERVE FUND? <input type="checkbox"/> YES <input type="checkbox"/> NO	29. DOES POST HAVE LIQUOR LIABILITY INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
9. ARE POST CHECKS PRESIGNED? <input type="checkbox"/> YES <input type="checkbox"/> NO	20. DATE DUES RESERVE TRANSFERRED TO POST GENERAL FUND?	30. FORM OF MANAGEMENT?
10. DOES POST QUARTERMASTER HAVE CUSTODY OF ALL BONDS INCLUDING CLUB? <input type="checkbox"/> YES <input type="checkbox"/> NO		31. IS THE MANAGEMENT ANSWERABLE TO THE POST MEMBERSHIP? <input type="checkbox"/> YES <input type="checkbox"/> NO

GENERAL

1. ARE ALL POST OFFICES FILLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. IS CORPORATION REGISTERED WITH THE STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	11. DOES POST DISTRIBUTE BUDDY POPPIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. ARE MEETINGS CONDUCTED ACCORDING TO RITUAL? <input type="checkbox"/> YES <input type="checkbox"/> NO	7. DOES POST HAVE AUXILIARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	12. ARE POPPY RECEIPTS USED FOR RELIEF FUND ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO
3. BY-LAWS ADOPTED IN ACCORDANCE WITH SEC. 202 OF THE NATIONAL BY-LAWS? <input type="checkbox"/> YES <input type="checkbox"/> NO	8. IS THERE PROPER COOPERATION BETWEEN POST AND AUXILIARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	13. HAVE PROGRAM REPORTS BEEN SUBMITTED TO DEPARTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
4. DOES POST ADJUTANT HAVE PROOF OF ELIGIBILITY ON FILE FOR ALL POST OFFICERS... ELECTED AND APPOINTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	9. DOES POST HAVE ACTIVE SERVICE OFFICER? <input type="checkbox"/> YES <input type="checkbox"/> NO	14. DO PAST POST COMMANDERS HELP WITH MEMBERSHIP PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO
5. DOES POST HAVE APPROVED ARTICLES OF INCORPORATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	10. DOES POST HAVE MEMBERSHIP CHAIRMAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	15. DOES POST HAVE NATIONAL APPOINTEES WHO HELP WITH MEMBERSHIP? <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS

Signed _____ Post Commander Signed _____ Post Quartermaster
 Signed _____ Department Inspector Signed _____ Deputy