VETERANS OF FOREIGN WARS OF THE UNITED STATES
POST INSPECTION FORM

POST #	CHARTERED LOCATION (CITY & STATE)	DISTRICT #	DEPARTMENT	INSPECTION DATE

1) HAS THE POST ADDITIONAL ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 202 OF THE NATIONAL BY-LAWS?..... YES NO
   a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
2) IS THE POST INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?..... YES NO
   a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
   b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____
   c) NAME OF INCORPORATED UNIT: _____
3) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 216 OF THE NATIONAL BY-LAWS?..... YES NO
4) ARE POST DELEGATES ELECTED IN ACCORDANCE WITH SECTION 222 OF THE NATIONAL BY-LAWS?..... 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 TO 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 HIGH 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 DEPARTMENT AND NATIONAL BY-LAWS?..... YES NO
6) ARE APPLICATIONS FOR NEW, REINSTATED, AND TRANSFERRING MEMBERS READ AND VOTED ON FOR APPROVAL?..... YES NO
7) DOES THE POST HOLD AT LEAST ONE MEETING PER MONTH?..... YES NO
8) ARE ALL COMMITTEE REPORTS READ AT POST MEETINGS?..... YES NO
9) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES?..... YES NO
   a) DATE OF LAST REPORT SUBMISSION: _____
10) DOES THE POST OBSERVE COMMEMORATIVE DATES, AS PRESCRIBED IN THE MANUAL OF PROCEDURE?..... YES NO
11) DOES THE POST HAVE AN AUXILIARY? (MEN'S OR LADIES)..... YES NO
   a) IS THERE PROPER COOPERATION BETWEEN THE POST AND ITS AUXILIARY UNIT(S)?..... 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) ARE ALL POST MEMBERS ENCOURAGED TO PARTICIPATE IN RECRUITING EFFORTS?..... YES NO
14) DO THE TRUSTEES REVIEW THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES?..... YES NO
15) DO THE 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:
   a) BALANCE OF ALL CHECKING ACCOUNTS $_____
   b) BALANCE OF ALL SAVINGS ACCOUNTS $_____
   c) BALANCE OF ALL CD & BOND ACCOUNTS $_____
   d) ALL OTHER ACCOUNT TYPES $_____
   e) TOTAL OF ALL ACCOUNTS $_____
   f) AMOUNT OF QUARTERMASTER BOND $_____
   g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? YES NO
   h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? YES NO
17) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____
18) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS)..... 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 DUES RESERVE FUND IN ACCORDANCE WITH SECTION 717 OF THE NATIONAL BY-LAWS?..... YES NO
   d) DOES THIS DUES RESERVE FUND REFLECT PAYMENT OF ANNUAL AND LIFE MEMBERS?..... YES NO
   e) DATE DUES RESERVE FUND LAST TRANSFERRED TO GENERAL FUND: _____
   f) MAINTAIN A RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS?..... YES NO
   g) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?..... YES NO
   h) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT POST MEETINGS?..... YES NO
   i) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?..... YES NO
   j) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?... YES NO
20) ARE ALL EXPENDITURES VOTED ON BY THE POST MEMBERSHIP AND APPROVED BY THE POST COMMANDER?..... YES NO
21) ARE EXPENDITURES FROM RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS?..... YES NO
22) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH POST BY-LAWS?..... YES NO
23) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?..... YES NO
24) DOES THE POST OWN REAL PROPERTY?..... YES NO
   a) APPRAISED VALUE: $_____ MONTHLY PAYMENT: $_____ AMOUNT OWED: $_____
   b) TITLE HOLDER: _____
25) DOES THE POST CARRY ALL PROPER TYPES OF INSURANCE?..... YES NO
   a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?..... YES NO
26) DOES THE POST RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?..... YES NO
27) POST FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____
28) DOES THE POST OPERATE A CANTEEN OR OTHER STATE LICENSED ENTITY? (DEPARTMENT INSPECTION FORM REQUIRED)..... YES NO

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

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

COPY 1 - DEPARTMENT COPY 2 - DISTRICT COPY 3 - POST REV. 4-09

Print Form Reset Form