

VFW NEVADA Post/District Inspection Form

DISTRICT #	POST #	POST LOCATION (CITY)	DATE
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YES/NO/NA

1. Post/District adopted bylaws IAW National bylaws Section 202/402? Date approved by National

2. Has the Post/District incorporated IAW Section 708 of the National bylaws?

a. Date reviewed by National

b. Date filed with the State

Date updated with State

c. Name of Incorporated unit:

d. Registered Agent of Record:

Last updated:

3. Are all officer positions filled as prescribed in Section 216/416 of the National Bylaws?

4. POST ONLY – Are all Post delegates elected IAW with Section 222 of the National Bylaws?

5. Does the Post/District Adjutant....

a. Maintain books and records in a legible and uniform format?

b. Maintain a file containing a copy of the original application of every member admitted into the Post

c. Maintain a file of meeting minutes after correction and approval

d. Maintain a file of current orders or circulars from higher headquarters.

e. Maintain a correspondence file

f. Maintain a file containing proof eligibility submitted by officers

g. Maintain a current copy of Post, District, Department and National Bylaws

6. POST ONLY - Are applicants for membership reviewed, read, and voted on at a Post Meeting

7. POST ONLY - Does the Post hold at least one meeting per month with a quorum present.

8. Are all committees reported to the membership at meetings.

9. POST ONLY - Are Community Service/Program Activity Reports submitted in accordance with Department guidelines?

10. POST ONLY – Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?

11. Does the Post/District have an Auxiliary?

a. Does the Post/District coordinate with the Auxiliary?

12. POST ONLY – Does the Post distribute Buddy Poppies?

13. Does the Post/District have a membership committee other than the Commander?

a. Does the Post/District have a viable recruiting and retention plan?

QUARTERMASTER INSPECTION AREA

14. POST ONLY - Do the Trustees review the monthly report of receipts and expenditures

15. POST ONLY – Do the Trustees audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, clubroom and committee?

16. DISTRICT ONLY – Do the Trustees audit at each meeting/Convention the books and records of the District Quartermaster and Adjutant (MOP 418(a)(7).

17. Funds –

a. Date of last Audit -

Do the accounts equal the total of all bank statements:

b. Balance of all checking accounts - \$

Quartermaster bond greater than balance of bank statements:

c. Balance of all Savings accounts: \$

d. Balance of CD's and Bonds: \$

e. Total of all Accounts: \$

f. Amount of Quartermaster Bond \$

g. Name of Bonding company:

Date Bond Expires:

18. Are additional officers (anyone who has direct access to banking accounts) bonded in accordance with Section 703 of the National Bylaws?

19. Does the Post/District Quartermaster –

a. Maintain books and records in a legible and uniform format?

b. Receive and properly submit membership dues as required?

c. Maintain a Relief Fund in accordance with Section 219 of the National Bylaws?

d. Have care and custody of all committee funds?

e. Report on transactions concerning receipts and expenditures at Post/District meetings?

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

g. Is the 990 filing available for public inspection? Date of last 990 filing

20. Post/District Federal Employee Identification Number (EIN)

a. Is the EIN the same on the IRS Determination Letter, the IRS 990, and the Nevada Secretary of State List of Officers filing?

21. Are all expenditures voted on by the Post/District Membership and approved by the Post/District Commander

22. Are expenditures from the Relief Fund in accordance with Section 219 of the National Bylaws?

23. Are signature(s) authorizing the disbursement of funds in accordance with the Post Bylaws?

24. Are any checks pre-signed by any authorized officers?

25. Does the Post/District own Real Property?

a. Appraised value \$ Monthly payment \$ Amount Owed \$

b. Title Holder

26. Does the Post/District carry all proper types of Insurance?

27. Does the Post/District retain documents in accordance with the Department Document Retention Policy?

28. Does the Post operate a clubroom/Canteen or other state licensed entity?

INSPECTOR COMMENTS:

POST COMMANDER:

Print and Sign

INSPECTOR

Print and Sign

ORIGINAL – DEPARTMENT INSPECTOR

YELLOW – DISTRICT

PINK - POST