

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
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- 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?..... YES NO
 a) Date reviewed by the Commander-in-Chief: _____
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?..... YES NO
 a) Date reviewed by the Commander-in-Chief: _____
 b) Date filed with appropriate state officials: _____
 c) Name of incorporated unit: _____
 d) Registered Agent of Record: _____ Last updated: _____
- 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?..... YES NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?..... 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 into 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 higher 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 Post, District (if applicable), Department and National Bylaws?..... YES NO
- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?..... YES NO
- 7) Does the Post hold at least one meeting per month with a quorum present?..... YES NO
- 8) Are all committees reporting to the membership at Post meetings?..... YES NO
- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?..... YES NO
 a) Date of last submission: _____
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?..... YES NO
- 11) Does the Post have an Auxiliary?..... YES NO
 a) Is there proper cooperation between the Post and its Auxiliary unit?..... 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) Does the Post have a viable recruiting and retention plan?..... YES NO
- 14) Do the elected Trustees review the monthly report of receipts and expenditures?..... YES NO
- 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 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 and 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? <input type="checkbox"/> YES <input type="checkbox"/> NO h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO
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- 17) Name of bonding company: _____ Expiration date of bond: _____
- 18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?..... 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 relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
 - d) Have care and custody of all committee funds?..... YES NO
 - e) Report on transactions concerning receipts and expenditures at Post meetings?..... YES NO
 - f) File appropriate forms as required by federal, state and local statutes?..... YES NO
 - g) Date of last 990 filing: _____ h) Is the 990 filing available for public inspection?..... YES NO
- 20) Post Federal Employee Identification Number (EIN): _____
- 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... YES NO
- 22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
- 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?..... YES NO
- 24) Are checks pre-signed by any authorized officer?..... YES NO
- 25) Does the Post own real property?..... YES NO
 a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____
 b) Title Holder: _____
- 26) Does the Post carry all proper types of insurance?..... YES NO
 a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?..... YES NO
- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... YES NO
- 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)..... YES NO

INSPECTOR COMMENTS : _____

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

INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

Question Specific Reminders

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following elected positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three (3) Trustees, and appointed positions Adjutant and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. 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 they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws.
Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.
The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via www.irs.gov "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. 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 Bylaws 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 all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. The National Bylaws 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 Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. 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. It is desirable that all Posts 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 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 Department in which the Post is located. Verify by viewing the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).

Department of PA Additional Inspection Items

Post: _____ Location: _____ District: _____ Date: _____

Home Association Inspection Items:

1. Are all aspects of the Home Association, including control of funds, under the direct control of the Post as prescribed in section 709 of the National Bylaws?..... Yes No
2. Is the Home Association incorporated?..... Yes No
3. Name of the incorporated unit: _____
4. Date incorporation reviewed by Department HQ: _____
5. Has the Incorporation been filed with the PA Department of State?..... Yes No
6. Is there a properly executed lease between the Post and Home Association..... Yes No
7. Is the Commander of the Post a member of the Home Association Board of Directors?.... Yes No
8. Is the Commander also the President of the Home Association?..... Yes No
9. Is the Quartermaster the Treasurer of the Home Association?..... Yes No
10. Is the Quartermaster in control of all Home Association funds?..... Yes No
 - a. Balance of all checking accounts: \$ _____
 - b. Balance of all savings accounts: \$ _____
 - c. Balance of CD and bond accounts: \$ _____
 - d. All other funds and cash on hand: \$ _____
 - e. Total all funds: \$ _____
 - f. Treasurer bond amount: \$ _____ Bond expiration date: _____
11. Is the treasurer bond larger than the total of all funds?..... Yes No
12. Has the Quartermaster authorized others to sign on their behalf?..... Yes No
13. Are the Trustees of the Post also the Trustees for the Home Association?..... Yes No
14. Does the Home Association have a copy of their IRS 147C letter verifying EIN?..... Yes No
15. Is the Home Association EIN on the IRS Auto Revocation list?..... Yes No
16. Date of the last Home Association 990 filing _____
17. Who holds the canteen liquor license?..... Post Home Association
18. Liquor license number (C or CC): _____ LID number: _____
19. Does the Home Association maintain general liability insurance?..... Yes No
20. Does the Home Association maintain liquor liability insurance?..... Yes No
21. Are all unbonded employees covered under a dishonesty insurance policy?..... Yes No
22. Are VFW National HQ and VFW Department of PA listed as additional insureds?..... Yes No
23. Total number of social members (any member not a National VFW or Auxiliary member): _____

Additional Post Inspection Items:

1. How many deeds make up all Post property? _____
2. Are all deeds in the name of the Post (not Home Association)?..... Yes No
3. Were copies of all deeds available for inspection?..... Yes No
4. Does the Post maintain a copy of the IRS 147C letter verifying EIN?..... Yes No
5. Has the Post confirmed that the EIN is not listed on the IRS Auto Revocation list?..... Yes No
6. Were action items left with the Post? (provide copy to Department Inspector)..... Yes No
7. Were inspection findings reported by the inspector at a Post meeting?..... Yes No

Comments

Post Commander: _____ Date: _____

Inspector: _____ Date: _____

Tips for a Successful Post Inspection

1. All Posts must complete the VFW National inspection form as well as the Department of PA Additional Inspection Items form. Posts with no Home Association may skip the additional items related to Home Associations, but must complete the Additional Post Inspection Items.
2. Inspection forms are to be completed by the District inspector only, even if the Post has previously completed the form in preparation for their inspection.
3. Coordinate with the Post so that all items are ready and available for inspection prior to the inspection date. This includes, but is not limited to, copies of Post articles of incorporation and bylaws, Home Association articles of incorporation and bylaws, deeds, insurance policy declaration sheets for each policy type required, liquor license, Post EIN verification letter (IRS 147C), Home Association EIN verification letter (IRS 147C), most recent Post 990, most recent Home Association 990, quartermaster bond, treasurer's bond, etc.
4. The inspector is responsible for ensuring that all documents are viewed and all balances, account numbers, submission dates, etc. have been verified.
5. If possible, have multiple officers present during the inspection to ensure transparency and to teach new officers the process.
6. Leave the Post with action items, in writing, to be completed by a specific date. Submit the list of action items to Department along with the completed inspection forms.
7. Review the completed inspection forms and any action items at a Post meeting for all members to hear. Allow members to ask questions about the inspection process and the status of their Post.
8. Inspectors and District Commanders should follow up on outstanding or incomplete inspection items in a timely manner to eliminate carryover of the same items from year to year.
9. Use the inspection process as a learning exercise for the Post being inspected. Use the bylaws or other documents to show the Post why specific items are required.
10. Assist Posts with developing a filing system that makes the inspection process smoother. Inspection items rarely change from year to year, so there should be no need for Post to not know where documents are located.