



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
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 - a) Date reviewed by the Commander-in-Chief: _____

- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?.....

YES	NO
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 - 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
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- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?.....

YES	NO
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- 5) Does the Post Adjutant...
 - a) Maintain books and records in a legible and uniform format?.....

YES	NO
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 - b) Maintain a file containing a copy of the original application of every member admitted into the Post?.....

YES	NO
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 - c) Maintain a file of meeting minutes after correction and approval?.....

YES	NO
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 - d) Maintain a file of current orders or circulars issued from higher authority?.....

YES	NO
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 - e) Maintain a correspondence file?.....

YES	NO
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 - f) Maintain a file containing proof of eligibility submitted by officers?.....

YES	NO
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 - g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?.....

YES	NO
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- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?.....

YES	NO
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- 7) Does the Post hold at least one meeting per month with a quorum present?.....

YES	NO
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- 8) Are all committees reporting to the membership at Post meetings?.....

YES	NO
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- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?.....

YES	NO
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 - a) Date of last submission: _____

- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?.....

YES	NO
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- 11) Does the Post have an Auxiliary?.....

YES	NO
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 - a) Is there proper cooperation between the Post and its Auxiliary unit?.....

YES	NO
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- 12) Does the Post distribute Buddy Poppies?.....

YES	NO
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 - a) Date of last distribution: _____

- 13) Does the Post have a membership committee?.....

YES	NO
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 - a) Does the Post have a viable recruiting and retention plan?.....

YES	NO
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- 14) Do the elected Trustees review the monthly report of receipts and expenditures?.....

YES	NO
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- 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
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 - a) Date of last quarterly audit: _____

- 16) Post funds:

<ol style="list-style-type: none"> a) Balance of all checking accounts \$ _____ b) Balance of all savings accounts \$ _____ Balance of all CD and bond accounts \$ _____ c) All other account types d) \$ _____ e) Total of all accounts \$ _____ f) Amount of Quartermaster Bond \$ _____ 	<ol style="list-style-type: none"> g) Do all account ledger balances match the balance of reconciled bank statements? <table border="1" style="float: right;"><tr><td>YES</td><td>NO</td></tr></table> h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <table border="1" style="float: right;"><tr><td>YES</td><td>NO</td></tr></table> 	YES	NO	YES	NO
YES	NO				
YES	NO				

- 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
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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

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. Has the Home Association adopted bylaws?..... Yes No
3. Date Home Association bylaws were reviewed by Department Commander: _____
4. Is the Home Association incorporated?..... Yes No
5. Name of the incorporated unit: _____
6. Date incorporation reviewed by Department HQ: _____
7. Has the Incorporation been filed with the PA Department of State?..... Yes No
8. Is there a properly executed lease between the Post and Home Association..... Yes No
9. Is the Commander of the Post a member of the Home Association Board of Directors?..... Yes No
10. Is the Commander also the President of the Home Association?..... Yes No
11. Is the Quartermaster the Treasurer of the Home Association?..... Yes No
12. 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: _____
13. Is the treasurer bond larger than the total of all funds?..... Yes No
14. Has the Quartermaster authorized others to sign on their behalf?..... Yes No
15. Are the Trustees of the Post also the Trustees for the Home Association?..... Yes No
16. Home Association EIN _____
17. Does the Home Association have a copy of their IRS 147C letter verifying EIN?..... Yes No
18. Is the Home Association EIN on the IRS Auto Revocation list?..... Yes No
19. Date of the last Home Association 990 filing _____
20. Who holds the canteen liquor license?..... Post Home Association
21. Liquor license number (C or CC): _____ LID number: _____
22. Does the Home Association maintain general liability insurance?..... Yes No
23. Does the Home Association maintain liquor liability insurance?..... Yes No
24. Are all unbonded employees covered under a dishonesty insurance policy?..... Yes No
25. Are VFW National HQ and VFW Department of PA listed as additional insureds?..... Yes No
26. 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: _____