

POST INSPECTION CHECKLIST

(Complete and Attach to the Post Inspection Form - Required)

- I. Post:
 - ☐ Is Proof of Eligibility on file for elected officers?
 - ☐ Are elected officers dues paid for the year?
 - ☐ Do meeting minutes reflect acceptance/rejection of members applying for membership?
 - ☐ Are DD-214's or other source document maintained for each accession?
 - ☐ Does Post maintain a Dues Reserve Fund (per Sec. 717 of By-Laws & Manual of Procedure)?
 - ☐ Does the Post use a credit card? Are checks and balances in place to prevent abuse?
- II. Trustee Reports:
 - ☐ Trustee Reports reviewed monthly by the Post Trustees
 - ☐ Trustee Reports completed quarterly
 - ☐ Trustee Report signed by all Trustees
 - ☐ Trustee Reports forwarded Quarterly to Department
 - ☐ Does the balance shown in the Post ledger at the end of the month in agreement with the bank statement, checkbook and Post Ledger?
 - ☐ Trustee Report attached to monthly meeting minutes
- III. Monthly Quartermaster Detail of Receipts and Reimbursements:
 - ☐ Quartermaster uses monthly Quartermasters Detail of Receipts and Reimbursements
 - ☐ Quartermaster Detail of Receipts and Reimbursements signed monthly by Post Trustees
 - ☐ Quartermaster Detail of Receipts and Reimbursements attached to monthly meeting minutes
 - ☐ Receipts available for expenditures identified on the monthly report
 - ☐ Quartermaster Monthly Report balances with Post Ledger and Checking account
- IV. Checking Accounts:
 - ☐ Checks signed by the Quartermaster. (Does the post by-laws require the Commander to sign)
 - ☐ Monthly statements balanced
- V. Bonding:
 - ☐ Is the Quartermaster bond sufficient to cover disposable financial assets?
 - ☐ Are all individuals handling funds in the post bonded?
- VI. Canteen:
 - ☐ Register tape run daily
 - ☐ Receipts transferred to the daily ledger
 - ☐ Bills paid expeditiously
 - ☐ Bartenders bonded
 - ☐ Liquor Bond up to date
 - ☐ Quarterly Sales Taxes Paid and copies on file
 - ☐ Liquor license up to date
- VII. Bell Jar:
 - ☐ Bell Jar Chairman designated
 - ☐ Are Quarterly Bell Jar reports made to NY State in a timely manner?
 - ☐ Expenditures voted on and approved by the membership
 - ☐ Expenditures documented in monthly meeting minutes
 - ☐ Bank statements balanced each month
 - ☐ Games sold to the maximum 75%
- VIII. Reports
 - ☐ Community Activity Report forwarded to Department Headquarters
 - ☐ IRS 990 filed annually? Copy on file?
 - ☐ Quarterly NY State Sales Tax filed for Canteen operations
- IX. Miscellaneous
 - ☐ Are appropriate deductions made from salaries and forwarded to Federal and State (unemployment insurance, FICA taxes, etc.) for paid employees?
 - ☐ Is the National Convention Delegate Fee paid and at least one delegate registered for the National Convention? Delegate Fee paid and at least one delegate registered for State Convention?