

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?

Inspector's Signature

Commander's Signature

Date Attachment 1

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
----------	-----------------------------------	--------------	------------	-----------------

- 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:

<ol style="list-style-type: none"> 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 \$ _____ 	<ol style="list-style-type: none"> g) Do all account ledger balances match the balance of reconciled bank statements? YES NO h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? 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
- 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: _____
 - k) 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

COPY 1 - DEPARTMENT

COPY 2 - DISTRICT

COPY 3 - POST

REV 20180408

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 positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
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.).