VFW California District 15

School of Instruction

Inspections

Instructor

Pat Hurton District 15 Inspector

patrick.hurton@gmail.com

(530)343-4060

Date: 08/14/2021



Purpose of an Inspection

To provide a factual report to the State Commander and Inspector on the state of a Post

> To determine the state of the Post <u>not "sink"</u> <u>the Post</u>

> > Review Post practices and procedures and suggest improvements

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3 Knowledge

History of the VFW

Rules and Regulations of the VFW

Inspection Requirements

Success Depends On

4

02

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All Key personnel Present

Documents readily available

Inspections are **not** The Spanish Inquisition

Not a Trial

No torture

Instant results no "hanging" around







Atmosphere



Should be Relaxed and Friendly

will be if

<u>All</u> Participants <u>are</u> prepared and organized



Atmosphere

7



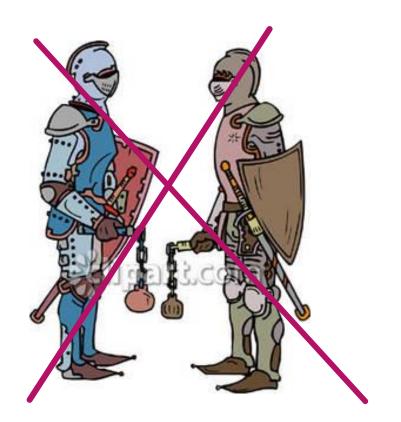
Could be tense and chaotic

IF

- Required persons not present
- Can't find documents



Inspections are to not a Battle but are to Help





Atmosphere

Attitude and Preparation of the participants Determines the Atmosphere

Possible Contributing Factors for Success

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Unsweetened





AM



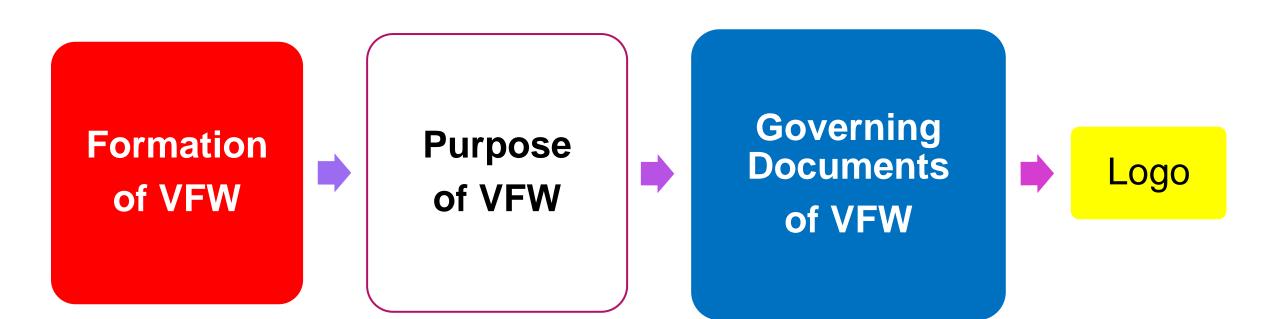


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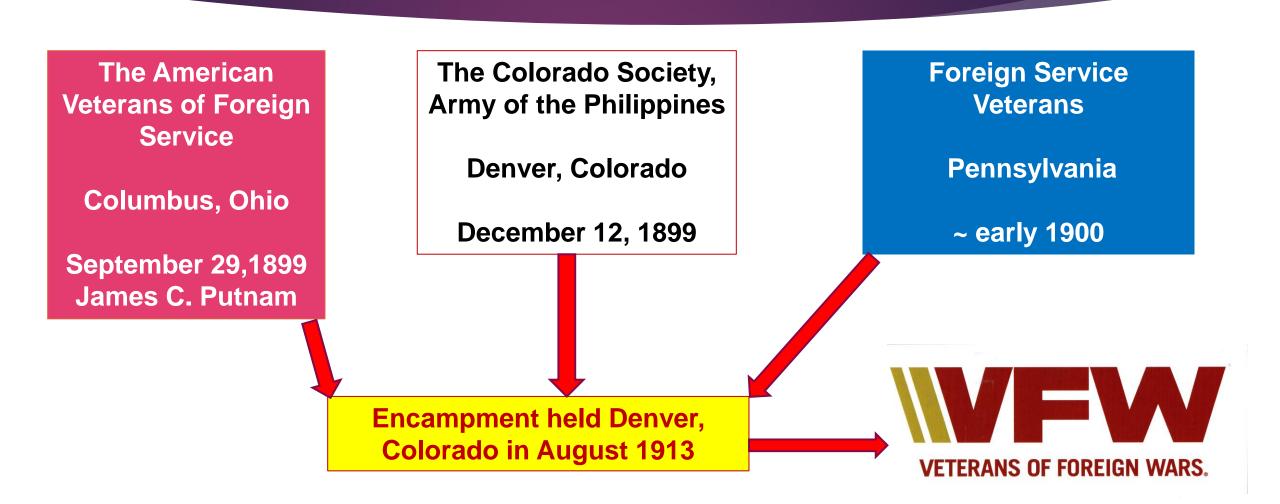


Maple Bar

General Information You Should Know



Formation



Governing Documents



Congressional Charter

Last amended 4 December 2014

Guide all aspects of the VFW

Manual of Procedure

Details of the Bylaws

VFW Ritual

 How to conduct certain activities 2021 VETERANS OF FOREIGN WARS OF THE UNITED STATES

PODIUM EDITION



CONGRESSIONAL CHARTER BY-LAWS MANUAL OF PROCEDURE RITUAL

> As amended July 24, 2020 Effective August 23, 2020

VFW Charter

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Organization

Purposes

Membership

Exclusive Rights

Service of Process

Annual Report To Congress

Charter of the VFW – <u>Overall Purposes</u> (Section 23102)

Fraternal

Patriotic

Historical

Charitable

Educational

Charter of the VFW – <u>Specific Purposes</u> (Section 23102 - 1 & 2)

Preserve and strengthen comradeship among members







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Charter of the VFW – Purpose Section 23102 - 3

Perpetuate the memory and history of our dead and to assist their surviving spouses and orphans

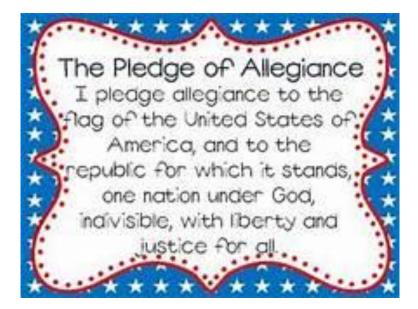


Charter of the VFW - Purpose (Section 23102 - 4 & 5)

Maintain true allegiance to the Government of the United States, and fidelity to the constitution and laws



Foster True Patriotism



Charter of the VFW - Purpose (Section 23102 - 6 & 7)

Maintain and extend the institutions of American freedom

Preserve and defend the United States from all enemies

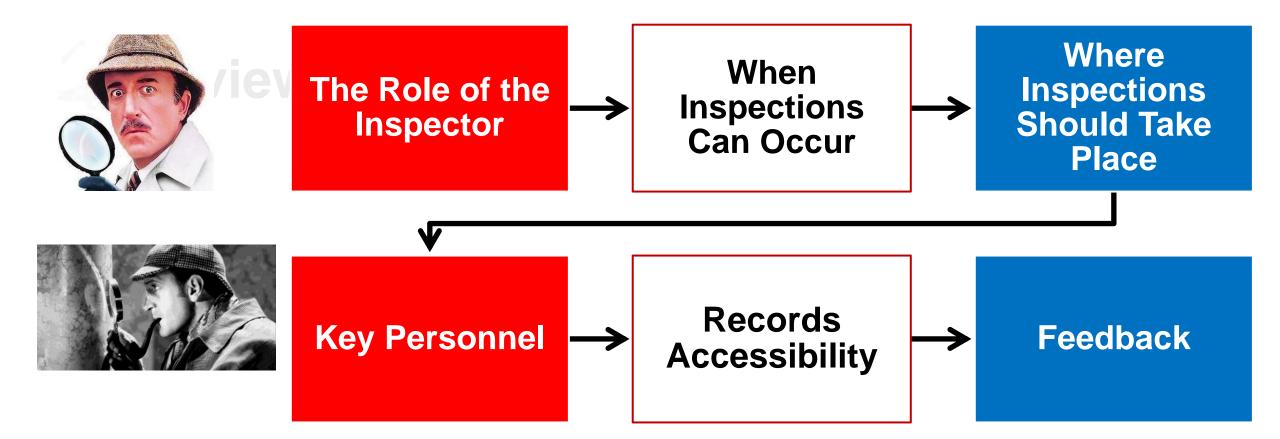








General Information



Where should an Inspection take place?

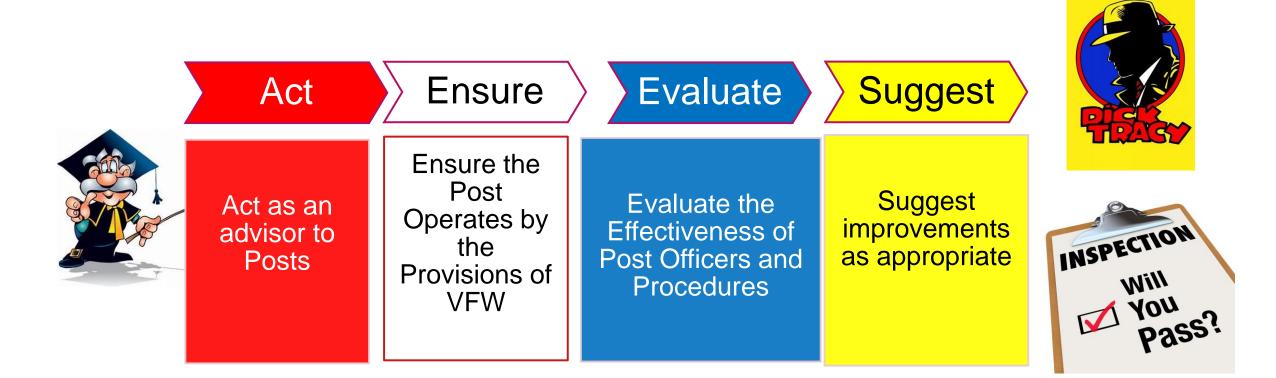
All Inspections should take place at the Post

The Post shall be the primary storage location for all records



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Roll of the Inspector



When Can an Inspection Occur?

Inspections must be completed by December 31 of each year

District 15 Inspections normally occur during the months of October and November of each year

> Inspection can occur whenever the District Commander deems it necessary

The District Commander and District Inspector may attend any of a Post's meetings during the year





Records Accessibility

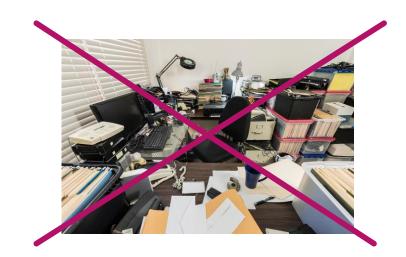
DOCUMENTS SHOULD BE AVAILABLE AND ORGANIZED



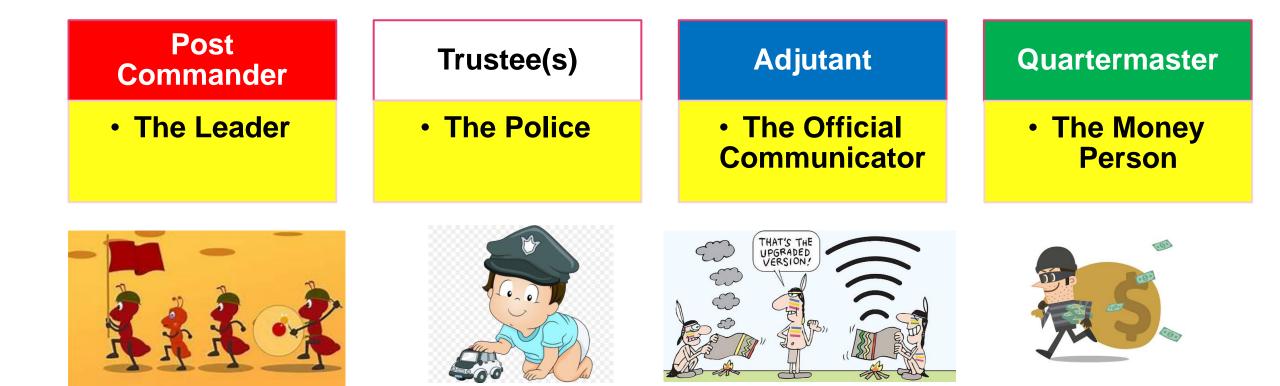
Binders



File Folders



Key Personnel



Role of Post Commander

	Ensure	all required comrades are present, on time and prepared for the inspection			
	Ensure	all necessary documentation is assembled			
Are from	Ensure	all necessary documentation is current			
		The Post Commander is the Band Leader and Orchestra Conductor			

Reference; Manual of Procedure 218(a)(1)

Role and Responsibility of Trustee(s)

Show proof that last **monthly report** of receipts and expenditures was reviewed (Question 14)

Show proof that Within 30 days of the end of each quarter, the books and records of the Post Quartermaster, Post Adjutant and any activity, club room etc. conducted or operated by the Post and were audited (Question 15)









Reference; Manual of Procedure 218(a)(11)

Primary Role and Responsibility Adjutant

The official corresponding officer for the Post

Provide an index of all books and records kept by the Post

Provide documentation required by Post Inspection Form Question 5







Reference; Manual of Procedure 218(a)(6)

Primary Role and Responsibility Quartermaster



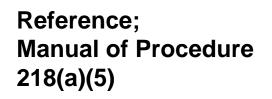


- Provide Ledger
- Provide Bank Statement(s)
- Provide Checkbook
- Provide Bonds
- Provide Tax Returns

The Money Person

Provide Proof of Insurance









Feedback from an Inspection



As the inspection proceeds



Follow-up on any deficiencies and schedule, as necessary, follow-up meeting(s)

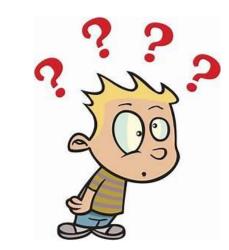


The Department Quarterly Report highlights any deficiencies that have not been addressed



Most Prevalent Issue

Lack of Preparation





The following documents should be in an indexed binder

32

Post Bylaws - Question 1

Articles of Incorporation – Question 2

Most Recent Election Report – Question 3

- Proof of Eligibility for Officers (DD214) Question 5f
- Minutes of meetings at which the applicants were reviewed, read and voted on - Question 6

The following documents should be in an indexed binder

Bonds – Question 17

Insurance Policy or Policies – Question 26

Quarterly Audit Report – Question 15

Federal/State Tax filings– Quest. 19g

Frequent Issues - Documentation

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Minutes of key meetings

Where are current orders and circulars?

National, Department and District Bylaws?

Prove new member admission process (Bylaws Sec 102/103)

Minutes noting a quorum

Consolidated list of Post committees

Commemorative dates

Minutes approval of expenditures

How do you answer these questions?

Original application of EVERY member admitted to the Postal

35

Example of "PROPER COORDINATION" between the Post and its Auxiliary

Show The Post's membership committee's "VIABLE" recruiting and retention plan

How does the post demonstrate that the TRUSTEES HAVE AUDITIED ALL the adjutant's records?

Question 18 – How does the inspector know that "ALL" persons requiring a bond has one?

Required Reports

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Report	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Responsibly Party
Election Report		Jun 1			Post Adjutant
Bonds			By Aug 31		Quartermaster
School of Instruction				Dec 31	District Commander
Service Officer Training					
Post Informational			Sep 30		
IRS 990				Dec 30	Post Quartermaster
FTB 199				Dec 30	Post Quartermaster
Inspection Status				Oct 1 – Dec 31	District Inspector
Audits	Jan 30	Apr 30	Jul 30	Oct 30	Post Quartermaster
Donation to Programs					
Donation to Foundation					
Buddy Poppies a)		May 31		Nov 11	Buddy Poppy Chairperson
Voice of Democracy					

a) Buddy Poppy goals are set by Post and must be met

Required Reports (Cont.)



Report	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Responsibly Party
Patriotism					
LE/FF/EMT a)					
Teacher of the Year					
Community Service	Jan1 – Mar. 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 30	
Veterans Assistance	Jan1 – Mar. 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 30	
Membership b)		As of June 30			
Qualification c)					

- a) LE/FF/EMT Law enforcement, Firefighter, Emergency Medical Technician
- b) Membership Division, Drive, Goal Reached
- c) Qualification District Commander Recommendation
 - All State Qualified
 - All State Order placed

The VFW Logo



VFW Logo Maltese Cross

Represents a Heritage of Honor Duty, Sacrifice and Courage



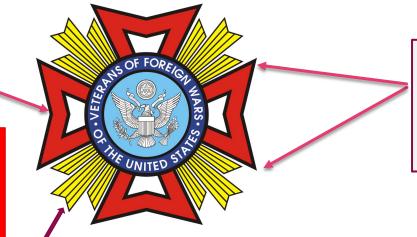
- The Order of Knights of the Hospital of Saint John of Jerusalem (Knights Hospitaller) arose in the early 12th century;
 - The Cross of Malta trademark was issued June 9, 1931
 - The current logo was unveiled on November 6, 2018



Maltese Cross Basic Design

The four arms represent prudence, temperance, fortitude and justice

The sun's rays emphasize vigor and warmth and The spread of democracy among the countries of the earth



The eight points represent the Beatitudes from The Sermon of the Mount

The Beatitudes are Blessed are the poor in spirit, the meek, the pure, the merciful, the peacemakers, they who morn, seek righteousness and are persecuted for righteousness' sake

Maltese Cross Colors

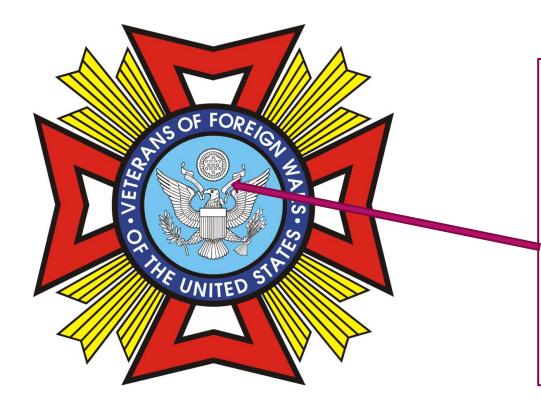
The vibrant red represents the danger our members have faced

The white represents purity



The gold represents achievements, acts of valor and the unique VFW eligibility status they've earned

Maltese Cross The Great Seal



The Great Seal of America Scroll says E Pluribus unum Out of many, one The VFW Scroll says Deo Pro Patria For God For Country

Visit our website

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This SOI is available on the VFW CA 15 website

at

vfwcadist15.org

Click on resources, then School of Instruction then Inspections

The End



Inspection Form Line by Line

Instruction Description Description Description Description 1) Hate trebeat dopted players in coordinate with Section 20 of the National Byser?	POST INSPECTION FORM	
1) List indexests in accession with accession 200 art halos by the 201 art of the 201 art of 2	POST NO. CHARTERED LOCATION (CITY & STATE) DISTRICT NO. DEPARTMENT INSP	ECTION DATE
a) Late reviewed by the Commode de-Chat between the Postion as contained with a field of the Mathemat Bylawa? (YE) No b) Date field with reporting that definition () Registerer Agent of Record () Registerer Agent of	1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?	YES NO
a) Date reviewed by the Commander-A-Chell b) and the drive drive state difficults: b) Provide differences with Section 221 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayables decide in accordance with Section 222 of the National Byses? b) Date the Park delayable decide dec	a) Date reviewed by the Commander-in-Chief:	
b) Date filed with appropriate state diffusize i) Registered Appropriate state diffusize i) Registered Approx of Pactocolic in Seglet and Laboratory Market and Bytews? i) Are all office productions filed as percention is a highle and Laboratory Market and Bytews? i) Are all office productions filed as percention is a highle and Laboratory Market and Bytews? i) Dates all Multitation back and records in a highle and Laboratory Market and Bytews? ii) Antaria a file oriention office as percentions after correston and approval? iii) Multitation all file oriention of all policy and Laboratory Market and Bytews? iii) Multitation all file oriention of all policy and Laboratory Market and Bytews? iii) Multitation all file oriention of all policy and Laboratory Market and Bytews? iii) Multitation all file oriention of all policy and Laboratory Market and Bytews? iii) Multitation all file oriention of all policy and Laboratory Market and Bytews? iii) Multitation all file oriention of all policy and Laboratory Market Alloward Market Allowa	 Is the Post incorporated in accordance with Section 708 of the National Bylaws? 	YES NO
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 Apalistens Agent of Record		
a) Are bott designed and four positions filled as prescribed in Sacking 2014 for National Byswar?		
1) All Peter delegates elected in accordance with Section 223 of the National Bylaws?		
5) Obesite heat Adjutant. •<	3) Are all onlicer positions filled as prescribed in Section 216 of the National Bylaws?	YES NO
a) Maritain books and records in a light and uniform format? b) Maritain a file or clanaria or good yet to original explosition of every member admitted into the Post? c) Maritain a file of meeting minutes after correction and approval? c) Maintain a file of meeting minutes after correction and approval? c) Maintain a file of meeting minutes after correction and approval? c) Maintain a file of meeting minutes after correction and approval? c) Maintain a file of meeting minutes after correction and approval? c) Maintain a file of meeting of PAL, Disket (1) approximately of prices ? c) Maintain a file of meeting of PAL, Disket (1) approximately of prices ? c) Maintain a file of meeting of PAL, Disket (1) approximately of prices ? c) Maintain a file of meeting of PAL, Disket (1) approximately of prices ? c) Maintain a file of meeting per mont, Whi as a quorum present? c) Does the Post of at least one meeting per mont, Whi as quorum present? c) Maintain a file of meeting per mont, Whi as quorum present? c) Maintain a file of meeting per mont, Whi as quorum present? c) Maintain a file of meeting per mont, Whi as quorum present? c) Maintain a file distance former more strain and the distance former more	4) File Fost belegates elected in accordance with Section 222 of the National Bylaws?	[YES][NO]
b) Marinan B is containing a copy of the original application of servery member admitted into the Post?		IVER INC.
c) Marinian is de d'enterling minutes after correction and approva? c) Waterian is the d'enterling minutes after correction and approva? c) Marinian is the corrections or call assues from higher autority? c) Waterian is a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian is a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian is a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian is a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian a correct corport of PAL. Detect of Taylor autority of percent? c) Marinian a correct corport of PAL. Detect of Taylor autority of percent? c) Detect of taylor data least one membership and autority accurate set to Peptrament Dylews and guidelines? c) Peter Note of taylor data set of the membership and the factor and taylor and taylor and taylor of taylor and taylor a	 b) Maintain a file containing a copy of the original application of every member admitted into the Poet2 	YES NO
a) Maintain a correspondence fair. a) Maintain a correspondence fair and the maintain of the maintain of maintain	c) Maintain a file of meeting minutes after correction and approval?	
e) Maintain a file containing proof of lightly submitted by efficient?	d) Maintain a file of current orders or circulars issued from higher authority?	YES NO
1) Maintan a current copy of Pact, District of eligibility submitted by efficient?	e) Maintain a correspondence file?	YES NO
	 Maintain a file containing proof of eligibility submitted by officers? 	
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 both m	g) Maintain a current copy of Post, District (if applicabale), Department and National Bylaws?	YES NO
	b) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?	
 a) Date of fast submitted in accordance with Department Bylaws and guidelines? Types the Post observe commemorative dates as mandated in Section 223 of the National Bylaws? Types the Post observe commemorative dates as mandated in Section 223 of the National Bylaws? Types the Post observe commemorative dates as mandated in Section 223 of the National Bylaws? Types the Post and distribute Budy? Types the Post have a multiple committee? Types the Post have a thave the Post have a thave the Post have a thave the Post have	 Poes the Post hold at least one meeting per month with a quorum present? 	
a) Date of fast submission: (1) Does the Post Inave an Auxiliary (2) Doe the Post Inave and Inave auxiliary (2) Doe the Post Inave and Inave auxiliary (2) Doe the Post Inave and Inave auxiliary (3) Doe the Post Inave and Inave auxiliary (4) Al other account Inave auxiliary (5) NO (5) Does the Post Inave and Inave auxiliary (5) NO (6) Does the Post Inave and Inave auxiliary (7) Name of borning company (7) Annourl of Quarternater Bond (7) Name of borning company (7) Annourl of Quarternater Bond (7) Name of borning company (7) Annourl of Quarternater Bond (7) Name of borning company (7) Annourl of Quarternater Bond (7) Name of borning company (7) Annourl of Cuarternater Bond (7) Name of borning compa	o) Are all committees reporting to the membership at Post meetings?	YES NO
10) Does the Post baser accurate proper cooperation between the Post and the Auxiliary unit? YEE YEE <td> a) Are community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines? </td> <td>YES NO</td>	 a) Are community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines? 	YES NO
11) Code the Post faired Auxiliary UFES NO 12) Ooes the Post distribution: UFES NO 13) Does the Post distribution: UFES NO 13) Does the Post have a membership committee? UFES NO 14) Does the Post have a visible recursting and reterrition plan? UFES NO 15) Do the decide Trustees and quartery all boas and records of the Post Countermaster, Post Adjutant and any activity, clubroom, hoding company or unit sponsored, conducted or operated by, for or on behalf of the Post? NO 16) Do the decide Trustees and quartery all boas g) Do all account tedger balances match the bialance of resoncice bark statements? VES NO 17) Name of board on and quartery audit g) Do all account tedger balances match the bialance of all coll and conductors g) Do all account tedger balances match the bialance of all coll and counts as terminater on a single coll and counts of a single counts g) Do all account tedger balances match the bialance of all coll and counts as terminater. f) All other account types g) Do all account tedger balances from the total of all accounts? f) Anount of Quartermaster Bond g) Destate Tedger balance and concertains f) Anount of Quartermaster. f) No the Quartermaster Bond on transactions concertains with Section 210 of the National Bylaws? f) No the Call accounts of tedger balance from transactions concertains with Section 210 of the National Bylaws? f) No the Additional officers acco		
10 In the proper cooperation between the Post and its Auxiliary unit? VEES NO 12) Does the Post have a method propines? VEES NO 13) Do the of the Post have a value recruiting and retention plan? VEES NO 14) Do the offected Trustes avails quarterly all books and records of the Post Caustermaster, Post Adjuant and any activity, clubroom, holding company or unit sponsed, conducted or operated by for on ohead of the Post? VEES NO 16) Do the offected Trustes avails quarterly addit	11) Does the Post have an Auxiliary2	YES NO
12) Does the Post diards by Pospies? YES NO 13) Does the Post have a watele recruiting and retention plan? YES NO 14) Do the elected Trutese aview the monthly report of receipts and expenditures? YES NO 15) Do the elected Trutese aview the monthly report of receipts and expenditures? YES NO 16) Do the elected Trutese aview the monthly report of receipts and expenditures? YES NO 16) Do the elected Trutese aview the monthly report of receipts and expenditures? YES NO 17) Date of last quartery audit:	a) Is there proper cooperation between the Post and its Auxiliary unit?	
a) Date of last distribution:	12) Does the Post distribute Buddy Poppies?	
10 Dots the Post name a Wabe Pectuling and reference plan? YES No 14 Dot the elected Trustees availt quarterly all looks and records of the Post Cuartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behald of the Post? YES No 16 Dot the elected Trustees availt quarterly audit	a) Date of last distribution:	TES NO
14) Doth elected Trustes available recruiting and retention plan? YES No 15) Do the elected Trustes avail 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 behald of the Post? YES No 16) Do the elected Trustes availt quarterly audit:	13) Does the Post have a membership committee?	VES NO
14) Do the elected Trustees are/were the monthly report of receipts and expenditures?	a) Does the Post have a viable recruiting and retention plan?	
16) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, VES_NO a) Date of last of last quarterly audit 16) Post funds: a) Balance of all checking accounts \$	14) Do the elected Trustees review the monthly report of receipts and expenditures?	
a) Date of last quarterly audit:	15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster. Post Adjutant and any activity, clubroom	
16) Post funds: a) Balance of all checking accounts \$	holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?	YES NO
 a) Balance of all checking accounts b) Balance of all CD and bond accounts c) Balance of all CD and bond accounts c) All other account ypes d) All other account ypes e) Total of all accounts s h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? YES NO Yes NO<		
b) Balance of all savings accounts \$		
C) Balance of all CD and bond accounts Sh is the Quartermaster Bond (f) greater than e) Total of all accounts Sh the total of all accounts (e)? YES_NO		VEC NO
d) All other account types \$		TES NO
e) Total of all accounts § The total of all accounts (e)? YES No 17) Name of bonding company: Expiration date of bond:		
1) Amount of Quartermaster Bond \$		VEC 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 Cauratemaster. YES No 0) Receive and property transmit membership dues as required? YES No 0) Have care and custody of all committee funds? YES No 0) Date of last 900 filing: (YES) NO 0) Date of last 900 filing:		TES NO
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 0.) Binitain a relief fund in accordance with Section 219 of the National Bylaws? YES NO 0.) Maintain a relief fund in accordance with Section 219 of the National Bylaws? YES NO 0.) Maintain a relief fund in accordance with Section 219 of the National Bylaws? YES NO 0.) Maintain a relief fund in accordance with Section 219 of the National Bylaws? YES NO 0.) Date of fast 980 filing: YES NO YES NO 20) Post Federal Encliptore Identification Number (EIN):	17) Name of bonding company: Expiration date of bond:	
19) Does the Post Cuartermaster YES a) Maintain books and records in a legible and uniform format?		YES NO
b) Receive and property transmit membership dues as required? YES NO c) Maintian a relief fund in accordance with Section 219 of the National Bylaws? YES NO e) Report on transactions concerning receipts and expenditures at Post meetings? YES NO f) File appropriate forms as required by federal, states? YES NO f) O Date of last 990 filing:	19) Does the Post Quartermaster	
b) Receive and property transmit membership dues as required? YES NO c) Maintian a relief fund in accordance with Section 219 of the National Bylaws? YES NO e) Report on transactions concerning receipts and expenditures at Post meetings? YES NO f) File appropriate forms as required by federal, states? YES NO f) O Date of last 990 filing:	 a) Maintain books and records in a legible and uniform format? 	YES NO
c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?	b) Receive and properly transmit membership dues as required?	
e) Neport on transactions concerning receipts and expenditures at Post meetings? YES NO 1) File appropriate forms as required by federal, states? YES NO 20) Post Federal Employee Identification Number (EIN): YES NO 21) Are appropriate forms 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 com real property? YES NO 26) Does the Post carry all proper types of insurance? YES NO 27) Does the Post carry all proper types of insurance? YES NO 28) Does the Post carry all proper types of insurance? YES NO 29) Does the Post carry all proper types of insurance? YES NO 20) Does the Post carry all proper types of ansurance? YES NO 21) Does the Post operate a clubroom	c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?	
1) File appropriate forms as required by federal, state and local statuses? YES NO 0) Date of last 990 filing:	 d) Have care and custody of all committee funds? 	
(a) Date of last 990 filing:	 Report on transactions concerning receipts and expenditures at Post meetings? 	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 signature(s) authorizing the distursement of funds done in accordance with Post Bylaws? YES NO 23) Are signature(s) authorizing the distursement of funds done in accordance with Post Bylaws? YES NO 24) Are checks pre-signed by any authorized officer? YES NO 24) Are checks pre-signed by any authorized officer? YES NO 25) Does the Post own real propertypes YES NO a) Appraised Value: \$		YES NO
22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws? YES NO 23) Are signature(3) 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) Dees the Post own real property? YES NO a) A Appriated Value \$	20) Ars recerai Employee identification Number (EIN):	
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 corn real property? YES NO 26) Does the Post corn real property? YES NO 26) Does the Post corn real property? YES NO 26) Does the Post corn real property of insurance? YES NO 26) Does the Post carry all propertypes of insurance? YES NO 27) Does the Post carry all propertypes of insurance? YES NO 27) Does the Post carrie documents in accordance with the Department a Department named as additional insureds? YES NO 28) Does the Post carrie documents in accordance with the Department? Document Retention Policy? YES NO 28) Does the Post carrie documents in accordance with the Department inspection Form May Be Required) YES NO 1MSPECTOR COMMANDER:	2) Are an experidices voted on by the rost memoership and approved by the Post Commander?	
24) Are checks pre-signed by any authorized officer? YES NO 25) Does the Post own real property? WES NO a) Appraised Value:		
25) Does the Post own real property? YES NO a) Appraised Value: \$	24) Are checks pre-signed by any authorized officer?	
a) Appraised Value: \$Monthly Payment: \$Amount Owed: \$ b) Title Holder 26) Does the Post carry all proper types of insurance?	25) Does the Post own real property?	
b) Title Holder:	a) Appraised Value: \$ Monthly Payment: \$ Amount Quest: \$	TES NO
26) Does the Post carry all proper types of insurance?	b) Title Holder;	-
B) 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?	a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?	YES NO
28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)	27) Does the Post retain documents in accordance with the Department's Document Retention Policy?	YES NO
INSPECTOR COMMENTS : POST COMMANDER:	28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)	YES NO
POST COMMANDER:		لتتبالنس
PRINT AND SIGN Commander, District Inspector, and Department Inspector and set forth Hennia nay constructive criterias and recommadions. INSPECTOR:		
PHINT AND SIGN Commander, District Inspector, and Department Inspector and set forth Henein and constructive criterian and recommadions. INSPECTOR:		
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PRINT AND SIGN Commander, District inspector, and Department inspector and set inspector and inspector		
PRINT AND SIGN Commander, District inspector, and Department inspector and set INSPECTOR:	POST COMMANDER: The Inspector shall provide a copy of each inspection	to the Post
INSPECTOR:	PRINT AND SIGN Commander, District inspector, and Department inspe	ctor and set
	INSPECTOR.	
COPY 1 - DEPARTMENT COPY 2 DISTRICT COPY 2 DOCT		970-03
COPT2-DISTRICT COPT2-POST REV.20190430	COPY 1 - DEPARTMENT COPY 2 - DISTRICT COPY 3 - POST	REV.20190430

Question	Question	Responsible Party	Proof 47
1	Are the Bylaws in accordance with Section 202 of National Bylaws?	Commander	Show Bylaws
1a	Date reviewed by Commander in Chief	Commander	Show Date
2	Is the Post Incorporated in accordance with Section 708 of National Bylaws	Commander	Show Articles of Incorporation
2a	Date reviewed by Commander-in-Chief	Commander	Show Date
2b	Date filed with appropriate State Officials	Commander	Show Date
2c	Name of Incorporated Unit	Commander	Show Name
2d	Registered Agent of Record	Commander	Show Person
2d (Cont)	Date of Last update of Agent of Record	Commander	Show Date
3	Are all Officers positions filled as prescribed in Section 216 of National Bylaws? (see Question 5f)	Commander	Show latest Election Report
4	Are Post Delegates elected in accordance with Section 222 of National Bylaws?	Commander	Show minutes of meeting at which

Post Adjutant – Question 5

Question	Question	Responsible Party	Proof
5a	Maintain books in a legible and uniform format	Adjutant	Show Records
5b	Maintain a file containing a copy of the original application of every member of the Post	Adjutant	Show File
5c	Maintain a file of meeting minutes after correction and approval	Adjutant	Show File
5d	Maintain a file of current orders or circulars issued from higher authority	Adjutant	Show File
5e	Maintain correspondence file	Adjutant	Show File
5f	Maintain a file containing proof of eligibility submitted by officers (should be with election report)	Adjutant	Show DD-214s
5g	Maintain a copy of Post, District, Department and National Bylaws	Adjutant	Show Bylaws

Question	Question	Responsible Party	Proof 49
6	Are applicants for membership reviewed, read and voted on at a Post meeting for approval?	Commander	Show meeting minutes
7	Does the Post hold at least one meeting per month with a quorum present?	Commander	Show meeting minutes
8	Are all committees reporting to the membership at Post meetings?	Commander	Show meeting minutes
9	Are community Service/Program (Activity) reports submitted in accordance Department Bylaws and guidelines?	Commander	Show Reports
9a	Date of last submission	Commander	Show Date
10	Does the Post observe commemorative dates as mandated in Section 223 of National Bylaws	Commander	Show proof (meeting minutes?)

Question	Question	Responsible Party	Proof 50
11	Does the Post have an Auxiliary?	Commander	Yes/No
11a	Is there proper coordination between the Post and its Auxiliary?	Commander	Yes/No
12	Does the Post distribute Buddy Poppies?	Commander	Yes/No
12a	Date of last distribution	Commander	Date
13	Does the Post have a membership Committee?	Commander	Yes/No
13a	Does the Post have a viable recruiting and retention plan/	Commander	Yes/No
14	Do the elected Trustees review the monthly report of receipts and expenditures?	Trustee	Show How
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 by, for or on behalf of the Post	Trustee	Show How
15a	Date of last quarterly audit	Trustee	Show Date

Post Funds51QuestionResponsible

Proof

Question

		Party	
16a	Balance of all checking accounts	Quartermaster	Show
16b	Balance of all savings accounts	Quartermaster	Show
16c	Balance of all CD and bond accounts	Quartermaster	Show
16d	All other account types	Quartermaster	Show
16e	Total of all accounts	Quartermaster	Show
16f	Amount of Quartermaster bond	Quartermaster	Show
16g	Do all account ledger balances match the balance of reconciled bank statements	Inspector	Add
16h	Is the Quartermaster Bond (f) greater than the total of all accounts?	Quartermaster	Show

Question	Question	Responsible Party	Proof
17	Name of the bonding company	Quartermaster	Show
17a	Expiration date of bond	Quartermaster	Show
18	Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?	Quartermaster	Yes/No If Yes show bond(s)

Does the Post Quartermaster

Question	Question	Responsible Party	Proof
19a	Maintain books and records in a legible and uniform format?	Quartermaster	Show Ledgers
19b	Receive and properly transmit membership dues as required?	Quartermaster	Show
19c	Maintain a relief fund in accordance with Section 219 of the National Bylaws?	Quartermaster	Show
19d	Have care and custody of all committee funds?	Quartermaster	Show
19e	Report on transactions concerning receipts and expenditures at Post meetings?	Quartermaster	Show meeting minutes
19f	File appropriate forms as required by federal, state and local statutes?	Quartermaster	Show
19g	Date of last 990 filing	Quartermaster	Show
19h	Is the 990 filing available for public inspection?	Quartermaster	Show how

Question	Question	Responsible Party	Proof
20	Post Federal Employee Identification Number (EIN)	Commander	Show
21	Are all expenditures voted on by the Post membership and approved by the Post Commander?	Commander	Show meeting minutes
22	Are expenditures from the relief fund in accordance with Section 213 of the National Bylaws	Quartermaster	Yes/No
23	Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaw?	Quartermaster	Yes/No
24	Are checks pre-signed by any member authorized officer?	Quartermaster	Yes/No

Question	Question	Responsible Party	Proof 55
25	Does the Post own real property?	Commander	Yes/No
25a	Appraised Value	Commander	Appraisal
25a(1)	Monthly Payment	Quartermaster	Show
25a(2)	Amount Owed	Quartermaster	Show
25b	Title Holder	Commander	Show
26	Does the Post carry all proper types of insurance?	Commander/Quartermaster	Show Policies
26(1)	Name of Insurance Company	Commander/Quartermaster	Show Policies
26a	Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?	Commander/Quartermaster	Look at Policies
27	Does Post retain documents in accordance with the Department Document Retention Policy?	Commander	Yes/No
28	Does the Post operate a clubroom/canteen or other state licensed entity?	Commander	Yes/No If yes additional from required

Additional Questions

Questio n	Question	Responsible Party	Proof
1	Whenever there is an election of New Corporate Officers or at least every two years from the date of Incorporation, a Statement of Information Form SI-100 Must be filed. Has this been done?	Commander	Show
2	If the Post is registered as a public benefit charity and/or sales are more than \$25,000 annually, has Form RRF-1 been filed with the Federal 990's attached and is it current?	Commander	Show
3	Has the Federal E-Post Card/990 been filed and is it current?	Quartermaster	Show
4	Has the State FTB E-Post Card/199 been filed and is it current?	Quartermaster	Show
5	Does the Post have Bingo, Pull Tabs or Lotto?	Quartermaster	Yes/No
5a	If yes is the chairmen bonded?	Quartermaster	Yes/No If yes show bond
5b	Are the funds separated from the Post Operation Account?	Quartermaster	Yes/No

Additional Questions Canteen



Question	Question	Responsible Party	Proof
1	Does the Post Have a Bar/Canteen?	Commander	Yes/No
1a	If Yes, is the ABC Type 52 Veterans Club License Current?	Commander	Yes/No
1b	If Yes, is the Health Permit current?	Commander	Yes/No
1c	If Yes, if catering in the club hall, is ABC type 58 Catering License current	Commander	Yes/No
1d	If Yes, has sales tax Form BOE 401 been filed and is it current?	Quartermaster	Yes/No
2	Does the Club have a manager?	Commander	Yes/No
2a	If Yes, Is the club manager bonded?	Quartermaster	Yes/No
3	Does the Post have liquor Liability Insurance?	Quartermaster	Yes/No

Additional Questions Canteen

Question Question **Responsible Party** Proof Does the Club have a paid Bar Manager and/or paid 4 Yes/No Commander employees? If Yes, Is there a Form I-9 & W4 filed for each employee? Yes/No **4**a Quartermaster **4b** If Yes, has EDD Form DE-9 been filed and is it current? Quartermaster Yes/No If Yes, has EDD Form DE-9C been filed and is it current? Yes/No **4c** Quartermaster **4d** If Yes, has Federal Form 940 been filed and is it current? Yes/No Quartermaster If Yes, has Federal Form 941 been filed and is it current? Yes/No **4e** Quartermaster **4**f If Yes, Does the Post carry Workers Compensation Yes/No Quartermaster Insurance