

DEPARTMENT OF PENNSYLVANIA - VETERANS OF FOREIGN WARS OF THE UNITED STATES

POST INSPECTION FORM

POST #	CHARTERED LOCATION (CITY & STATE)	DISTRICT #	DEPARTMENT	INSPECTION DATE
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| 1) HAS THE POST ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 202 OF THE NATIONAL BY-LAWS?..... | | YES | | NO |
| a) DATE BY-LAWS REVIEWED BY COMMANDER-IN-CHIEF: _____ | | | | |
| 2) IS THE POST INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?..... | | YES | | NO |
| a) DATE ARTICLES OF INCORPORATION REVIEWED BY COMMANDER-IN-CHIEF: _____ | | | | |
| b) NAME OF INCORPORATED UNIT: _____ | | | | |
| 3) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 216 OF THE NATIONAL BY-LAWS?..... | | YES | | NO |
| 4) DOES THE POST ADJUTANT... | | | | |
| a) MAINTAIN MINUTES, BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM MANNER?..... | | YES | | NO |
| b) MAINTAIN A FILE CONTAINING A COPY THE ORIGINAL APPLICATION OF EVERY MEMBER OF THE POST?..... | | YES | | NO |
| c) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?..... | | YES | | NO |
| d) MAINTAIN A CURRENT COPY OF DEPARTMENT AND NATIONAL BY-LAWS?..... | | YES | | NO |
| 5) ARE APPLICATIONS FOR NEW, REINSTATED AND TRANSFERRING MEMBERS READ AND VOTED ON FOR APPROVAL?..... | | YES | | NO |
| 6) DOES THE POST HOLD AT LEAST ONE MEETING PER MONTH?..... | | YES | | NO |
| 7) DOES THE POST MEETING FOLLOW THE RITUAL AND ORDER OF BUSINESS AS PRESCRIBED IN THE MANUAL OF PROCEDURE? | | YES | | NO |
| 8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS AND GIDELINES?..... | | YES | | NO |
| 9) DOES THE POST OBSERVE COMMEMORATIVE DATES, AS PRESCRIBED IN THE MANUAL OF PROCEDURE?..... | | YES | | NO |
| 10) DOES THE POST HAVE AN AUXILIARY?..... | | YES | | NO |
| 11) DOES THE POST DISTRIBUTE BUDDY POPPIES?..... | | YES | | NO |
| 12) DO THE TRUSTEES REVIEW THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES?..... | | YES | | NO |
| 13) DO THE TRUSTEES AUDIT QUARTERLY ALL BOOKS AND RECORDS OF THE POST QUARTERMASTER, POST ADJUTANT AND ANY ACTIVITY, CANTEN OR HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE POST? | | YES | | NO |

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| 14) FUNDS | POST FUNDS | CANTEEN FUNDS |
| a) BALANCE OF CHECKING ACCOUNTS \$ _____ | g) BALANCE OF CHECKING ACCOUNTS \$ _____ | |
| b) BALANCE OF SAVINGS ACCOUNTS \$ _____ | h) BALANCE OF OTHER ACCOUNTS \$ _____ | |
| c) BALANCE OF CD & BOND ACCOUNTS \$ _____ | i) TOTAL OF CANTEEN ACCOUNTS \$ _____ | |
| d) BALANCE OF OTHER ACCOUNTS \$ _____ | j) AMOUNT OF TREASURER BOND \$ _____ | |
| e) TOTAL OF POST ACCOUNTS \$ _____ | | |

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|--|--|-----|--|----|
| f) AMOUNT OF QUARTERMASTER BOND \$ _____ | | | | |
| k) ARE THE QUARTERMASTER AND TREASURER BONDS LARGER THAN THE TOTAL OF THE RESPECTIVE ACCOUNTS..... | | YES | | NO |
| l) NAME OF BONDING COMPANY - POST _____ CANTEEN _____ | | | | |
| m) EXPIRATION DATE OF BOND: QUARTERMASTER _____ TREASURER _____ | | | | |
| 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED?..... | | YES | | NO |
| 16) DOES THE POST QUARTERMASTER... | | | | |
| a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM MANNER?..... | | YES | | NO |
| b) MAINTAIN A RELIEF FUND?..... | | YES | | NO |
| c) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS, INCLUDING CANTEEN?..... | | YES | | NO |
| d) REPORT ON ALL RECEIPTS AND EXPENDITURES AT EACH POST MEETING?..... | | YES | | NO |
| e) DATE OF LAST IRS FORM 990 FILING _____ | | | | |
| 17) ARE ALL EXPENDITURES VOTED ON BY THE POST MEMBERSHIP AND APPROVED BY THE POST COMMANDER?..... | | YES | | NO |
| 18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?..... | | YES | | NO |
| 19) DOES THE POST OWN REAL PROPERTY?..... | | YES | | NO |
| a) APPRAISED VALUE \$ _____ b) NAME OF TITLE HOLDER _____ | | | | |
| 20) DOES THE POST CARRY THE PROPER TYPES OF INSURANCE?..... | | YES | | NO |
| a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL NAMED INSURED?..... | | | | |
| 21) FEDERAL EMPLOYEE IDENTIFICATION NUMBER (E.I.N.) POST _____ HOME ASSOC. _____ | | | | |
| 22) DOES THE POST OPERATE A CANTEEN/HOME ASSOCIATION OR OTHER STATE LICENSED ENTITY?..... | | YES | | NO |
| 23) IS THE CANTEEN/HOME ASSOCIATION INCORPORATED?..... | | YES | | NO |
| 24) HAS THE CANTEEN/HOME ASSOCIATION ADOPTED BY-LAWS?..... | | YES | | NO |
| 25) NUMBER OF SOCIAL MEMBERS _____ | | | | |

FOR COMMENTS BY INSPECTOR SEE REVERSE SIDE OF FORM

POST COMMANDER _____ DATE _____
PRINT AND SIGN

INSPECTOR _____ DATE _____
PRINT AND SIGN

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POST INSPECTION FORM

THE INSPECTOR WILL PROVIDE ONE COPY TO POST, ONE COPY TO DISTRICT, ORIGINAL TO STATE INSPECTOR

POST INSPECTION FORM 21 JUNE 2014